

*Comments to Audit Report Prepared by the Financial Review Committee  
of the  
Cuesta College Federation of Teachers, AFT Local 4509*

Comments/Recommendations:

1. Internal Controls:
  - a. The Executive Board minutes do a great job addressing all monetary items; budgeted or not. The treasurer does an excellent job of being transparent to all members and providing current balances.
  - b. The budget presented to the financial review committee was very detailed, especially including items that appeared to be unused or from previous years. The treasurer prepared a mid-year updated budget report for all members.
  - c. Deposit dated 9/6/11 in the amount of \$22,047.42 was found in the transaction register and bank statement, but no supporting documents (deposit slip, benefit enrollment report, copy of check) were included in the files. Supporting documents were provided for all other deposits.
  - d. It is recommended that the Federation clear unreconciled account differences that are more than one year outstanding, by either contacting the appropriate parties or cancelling the outstanding checks. There were a few unreconciled checks that were written over two years prior (check #2441 dated 1/11/09, check #2447 dated 1/11/09, and check #2486 dated 5/6/09).
  - e. Consider developing a written accounting or procedures manual. The federation does have the duties of the treasurer listed in the bylaws.
2. Cash Receipts
  - a. The treasurer has taken a great deal of effort to ensure all deposits are made in a timely manner to ensure maximized usage.
  - b. The college has made errors related to the deductions from the members' paychecks and the federation has been responsible about issuing refund checks quickly.
3. Cash Disbursements
  - a. The federation maintains transparency with all members and sticks to the budget created and approved. When expenditures are presented that are not budgeted the federation presents them to the Executive Board for approval and noted in minutes. Copies of these minutes are attached to the Expense Form.
  - b. All expenditures were paid by check with two signatures.
4. Reconcile Bank Accounts
  - a. Checking accounts have been balanced monthly and accurately.
  - b. The financial review committee was able to independently reconcile the net worth for the entire year.
5. Reconcile Other Accounts
  - a. There are no other accounts to reconcile.
6. Supporting Documents
  - a. As noted in Internal Controls, it is suggested that a written accounting or procedures manual be developed.
  - b. The federation is doing a great job at reporting balance detail and reconciling bank accounts monthly.

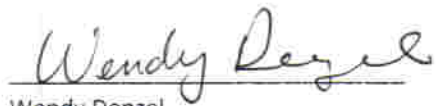
Cuesta College Federation of Teachers, AFT Local 4909  
Audit Report

July 14, 2016

I have examined the financial records for the Cuesta College Federation of Teachers, AFT Local 4909 for the period 2011-2012, and found them to be in good order. This examination was performed by a committee made of a member of the Cuesta College Federation of Teachers and was not conducted in accordance with the generally accepted accounting principles. I have included some comments for the federation to take into consideration.

Based upon the examination, we consider the attached financial statements for the period 2011-2012 to be an accurate summary of transactions conducted during that period.

Sincerely,



Wendy Denzel

CCFT Financial Review Committee