

*Comments to Audit Report Prepared by the Financial Review Committee
of the
Cuesta College Federation of Teachers, AFT Local 4900*

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.
 - c. Check #2898 dated 1/08/15 in the amount of \$1,269.00 was found in the transaction register and bank statement, but no supporting documents (Expense Form, invoice) were included in the files. Supporting documents were provided for all other expenses.
 - d. For check #2893 the amount given on the Expense Report differs from the amount written on the check. However, the amount on the check does match the amount given on the invoice.
 - e. 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 several years prior (check #2441 dated 1/11/09, check #2447 dated 1/11/09, and check #2486 dated 5/6/09).
 - f. 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. It is suggested that copies of all depositing checks be included in files to help eliminate future discrepancies between multiple accounts.
 - i. Documents provided show that the bank made an error in depositing a check to this account when the check should have been deposited into the COPE (Committee On Political Education) account. The treasurer documented and corrected this error.
 - ii. Deposits made from the AFT PIPE grant are sometimes listed as AFT COPE grant on the transaction reports.
 - b. Deposits should be made as soon as possible after the receipt of the check.
3. Cash Disbursements
 - a. The federation maintains transparency with all members. When expenditures are presented that are not budgeted the federation presents them to the Executive Board for approval and noted in minutes. The minutes addressed the additional expenses for both legal fees and mediation.
 - b. All expenditures were paid by check with two signatures.
4. Reconcile Bank Accounts
 - a. With the exception of one month, all other months have been reconciled accurately by the Treasurer.
5. Reconcile Other Accounts
 - a. There are no other accounts for this committee to reconcile at this time.
6. Supporting Documents
 - a. As noted in Internal Controls, it is suggested that copies of all depositing checks be included in files to help eliminate future discrepancies.
7. Financial Statements
 - a. The federation is doing a great job at reporting balance detail.

Cuesta College Federation of Teachers, AFT Local 4909
Audit Report

July 22, 2016

I have examined the financial records for the Cuesta College Federation of Teachers, AFT Local 4909 for the period 2014-2015, 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 2014-2015 to be an accurate summary of transactions conducted during that period.

Sincerely,



Wendy Denzel

CCFT Financial Review Committee