December 22, 2017

Susan Iredale
Financial Review Committee Chairperson

Dear Susan,

Thank you for completing the 2016/2017 internal financial review for CCFT, Local 4909. We sincerely appreciate your efforts to be thorough, candid and constructive in your analysis of our CCFT Treasury work. Your observations inspire us to continue refining our practices and to work toward even greater transparency as we move forward.

Your internal financial review was made available to all CCFT members on December 9, 2017, including the CCFT Executive Board and Council of Representatives (via email). Also, it was presented to the CCFT Executive Board for full discussion on December 14, 2017. Finally, the document will be posted on the CCFT website for easy public access. Again, we thank you for your commendable work.

Respectfully,

Debra Stakes
CCFT President

Ed Conklin
CCFT Treasurer

Empowering our members to build a stronger union!
Comments to Audit Report Prepared by the Financial Review Committee of the Cuesta College Federation of Teachers

Comments/Recommendations:

1. Internal Controls:
   a. The Executive Board minutes address monetary items.
   b. Stipends paid to faculty seem to be subjective and inconsistent.
      i. For example, one part-time faculty member is paid $60/month stipend while another is paid $400/month stipend. It is recommended that the union consider whether one part-time member contributes 6.7x more than the other on an annual basis.
      ii. It was called into question by the former treasurer whether the communications chair should receive their $1000/semester stipend, and was paid even though no tangible (physical or digital) work was documented.
   c. A copy of the fidelity bond purchased through the AFT, should be kept with the expense information to maintain that the insurance is in place for the protection of CCFT.

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.

3. Cash Disbursements
   a. The federation generally adheres to the budget created and approved.
   b. The CCFT has had a policy that allows the reimbursement of alcoholic drinks since 2004. In some fiscal years prior to 2016-2017, the CCFT did not reimburse for alcoholic drinks.
      i. In the fiscal year 2016-2017 alcohol costs in the amount of $93.05 were reimbursed.

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 and all financial transactions through the fastidious bookkeeping.

5. Reconcile Other Accounts
   a. There are no other accounts to reconcile.

6. Supporting Documents
   a. Typically included with extensive detail, except for a copy of the fidelity bond, and one missing supportive receipt from the hotel showing a wi-fi charge that appeared on the union's credit card statement.

7. Financial Statements
   a. The federation treasurer does a great job at reporting balance detail and reconciling bank accounts monthly.
December 21, 2017

I have examined the financial records for the Cuesta College Federation of Teachers for the period July 1, 2016 through June 30, 2017, and found them to be in good order. This examination was performed by a sub-committee of the Cuesta College Federation of Teachers Council of Representatives 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, I consider the attached financial statements for the period July 1, 2016 through June 30, 2017 to be an accurate summary of transactions conducted during that period.

Sincerely,

Susan Iredale, Economics Instructor, Cuesta College

CCFT Financial Review Committee