



A Union of Professionals

UNITED FACULTY and ACADEMIC STAFF of UWEC
AFT Local 6481

United Faculty
AND
Academic Staff

Dr. Lorretta Johnson, Secretary-Treasurer
American Federation of Teachers
555 New Jersey Ave., NW
Washington, DC 20001

Dear Secretary-Treasurer Johnson:

Please find attached the financial review for the United Faculty and Academic Staff of UW-Eau Claire for the fiscal year ending June 30, 2016. The financial review was presented to the Executive Council on 9/21/16. The financial review has been published and is available to our members.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Dan Strouthes'.

Dan Strouthes, President

United Faculty and Academic Staff of UW-Eau Claire

AFT Local# 6481



INTERNAL AUDIT COMMITTEE

AUDIT REPORT COVER SHEET

Local Name: United Faculty and Academic Staff of UW-Eau Claire

State: WI

Fiscal Year End Date (mm/dd) 6/30/16
(i.e. 6/30; 8/30, 9/30, 12/31)

Period covered: Beginning Date: 7/1/15 End Date: 6/30/16

Number of Members 32.5

SUBMITTED BY:  TITLE Financial Review Committee Member
(PLEASE PRINT)

Peter Hart-Brinson



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UNITED FACULTY and ACADEMIC STAFF of UWEC
AFT Local 6481



August 5, 2016

Report on FY 2015-16 Audit

We have examined the financial records of the United Faculty and Academic Staff of UW-Eau Claire, AFT Local 6481, for the period of July 1, 2015 through June 30, 2016, and found them to be in good order. This examination was performed by a committee made up of members of UFAS-UWEC and was conducted in accordance with generally accepted accounting principles.

During the course of our examination, we were able to account for and document all income receipts, all cash disbursements, and all financial transactions, with one exception noted below. We were able to balance the checkbook accurately, and we had a long discussion (both with Treasurer Jim Oberly and among ourselves) regarding the internal controls and procedures used to maintain the finances of the union. The committee makes note of the following issues that emerged during our examination, and we recommend corrective action be considered by the Executive Council.

- The only transaction for which we were unable to find documentation was a \$60 bond payment made to AFT National, which was included in check #1239. We recommend that additional effort be made to ensure that no such bills or receipts are misplaced in the future.
- We discovered what appear to be two errors in the calculation of AFT National dues payments on the basis of the per capita invoices. One appeared to be an underpayment on check #1229 of \$14.10 (June/July/August invoices), while the other appeared to be an overpayment on check #1239 of \$17.28 (September-January invoices). The fact that AFT National's membership numbers are incorrect makes it necessary for the treasurer to manually recalculate the appropriate dues payments, and the calculation procedure is neither obvious nor transparent. If AFT National is unable to provide accurate information to the Treasurer, we recommend either that the treasurer show the steps made in the calculations (so that it is easier to double-check them) or that more frequent, regular payments to AFT National be made.
- We found that the current President does not have the "authority to co-sign financial instruments... and make regular and usual disbursements of funds," even though it is listed in the organization's constitution as one of the President's duties. We recommend that the President be given the authority, along with the Treasurer, to do so in the event that the Treasurer is unable to make them.
- Although the Treasurer makes regular (at least twice per year) reports to the Executive Council and general membership regarding the union's finances, we recommend that the Treasurer "prepare an annual budget for the membership and Executive Council," as stipulated in the organization's Constitution. A simple estimation of expected income and disbursements for the fiscal year would provide the Executive Council and membership with a greater ability to plan its activities for the year.
- We recommend that the Treasurer create a written accounting manual, documenting the procedures, calculations, and requirements for carrying out the Treasurer's annual duties. Such a "how-to" guide would both aid in future financial reviews of the organization and help facilitate the transition when it is time for a new Treasurer to take over.



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- Finally, in recognition of the valuable and important work done by the Treasurer to maintain the organization, we recommend that the Executive Council consider an appropriate means of expressing its gratitude to the Treasurer on behalf of the membership.

Based upon our examination, we consider the attached financial statements for the period July 1, 2015 through June 30, 2016, to be an accurate summary of transactions conducted during that period.

Sincerely,

Peter Hart-Brinson, Member
UFAS-UWEC Financial Review Committee

Patti See, Member
UFAS-UWEC Financial Review Committee

Jan Stirm, Member
UFAS-UWEC Financial Review Committee

United Faculty and Academic Staff of UW-Eau Claire
Statement of Income and Expenditures
July 1 2015 - June 30, 2016

Income

Dues from Members (via AFT-Wisconsin)	22,184.54
<u>Total Income</u>	<u>22,184.54</u>

Expenditures

AFT National Per Capita and Insurance ¹	8574.50
AFT Wisconsin Per Capita ²	10,091.20
Monthly Checking Account Fees	36.00
P.O. Box Rental	96.00
Printing & Graphic Design	504.91
Food, Meeting, and Conference Travel	1254.58
<u>Total Expenditures</u>	<u>20,557.19</u>

Changes in Net Assets	1627.35
Net Assets at Beginning of Year	3204.61
<u>Net Assets at End of Year</u>	<u>4831.96</u>

¹ Covers months of June 2015-May 2016, plus a supplemental dues payment.

² Covers months of June 2015-May 2016.

**United Faculty and Academic Staff of UW-Eau Claire
Balance Sheet
June 30, 2016**

Assets

Checking Account	4831.96
<u>Total Assets</u>	4831.96

Liabilities

Accounts Payable	0.00
<u>Total Liabilities</u>	0.00

Net Assets

Fund Balance, July 1, 2015	3204.61
Changes in Net Assets	1627.35
<u>Total Net Assets</u>	4831.96

Total Liabilities and Net Assets 4831.96