

Loretta Johnson
Secretary-Treasurer
American Federation of Teachers
555 New Jersey Avenue, NW
Washington, DC 20001

13 March 2017

Dear Secretary-Treasurer Johnson:

Please find attached the financial review for the Lewis & Clark Support Staff Association, Local #4912 for the fiscal year ending May 31, 2016. The financial review was presented to the LCCSSA Executive Board on Monday, March 13, 2017. The financial review has been published and is available to our members.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Frenz". The signature is fluid and cursive, with the first name "Lisa" written in a large, flowing script, and the last name "Frenz" written in a more compact, cursive style.

Lisa Frenz
President
LCCSSA

LCCSSA Local 4912
AFT AFL-CIO

Lewis & Clark College
0615 SW Palantine Hill Rd.
Portland, OR 97219

March 6, 2017

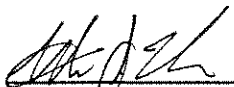
We have examined the financial records of the LCCSSA Local 4912 for the period of June 1, 2015 through May 31, 2016 and found them in acceptable order for the most part. The examination was performed by a committee of members of LCCSSA Local 4912 and was not conducted in accordance with generally accepted accounting principles.


During the course of our examination of the records, we discovered that there was adequate documentation in most cases. We also found no evidence in the Executive Board minutes that a detailed financial report was made and approved consistently. We were not given any records for the Certificate of Deposit.


We recommend the following procedural changes:

- The Executive Board should provide a statement for the treasurer each year detailing which Executive Board officer receives stipend checks, how much they receive, and the payment schedule.
- The Treasurer should keep a Transaction Journal, which will serve as a chronological "narration" of all the deposits and withdrawals made through the year.
- Annual audits should be performed shortly after the budget year closes.
- We recommend two signers on all checks (however not blind or pre-signed checks).
- There should be a brief written financial report at board meetings and this information should be appended with the Executive Board Minutes.
- The Treasurer should balance the checking account every month and make sure there is adequate documentation for every transaction.

Signed:


Alexander Neu
Member, LCCSSA
Local 4912


Marjorie Reedy
Member, LCCSSA
Local 4912


Susan Wynne
Member, LCCSSA
Local 4912
VP, Membership

2015-2016 Accounts Payable	
February per capita National AFT	\$1,604.71
February per capita Oregonl AFT	4479.45
March per capita National AFT	\$1,586.79
March per capita Oregonl AFT	4412.62
April per capita Oregon AFT	4587.47
April NOLC AFL-CIO	63.8
May per capita National AFT	1534.52
May per capita Oregonl AFT	4032.76
May NOLC AFL-CIO	62.92
June per capita Oregon AFT	4,263.74
June per capita National AFT	1498.7
June NOLC	61.6
Total	\$28,189.08

Balance Sheet

Lewis & Clark College Support Staff Association
Local 4912--AFT AFI-CIO
May 31, 2016

Assets

Current Assets

	Amount
Checking Account	\$28,496.53
Saving Account	\$8,757.07
Total Current Assets	<u>\$33,701.41</u>

Fixed Assets

	Amount
Computer	<u>\$1,099.00</u>
Total Fixed Assets	<u>\$1099.00</u>

Total Assets **\$34,800.41**

Liabilities

Current Liabilities

	Amount
Accounts Payable	<u>\$28,189.08</u>
Total Current Liabilities	\$28,189.08

Total Liabilities **\$28,189.08**

Net Assets **\$6,611.33**