

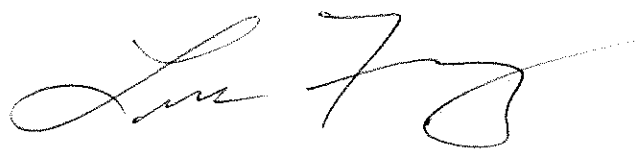
Loretta Johnson
Secretary-Treasurer
American Federation of Teachers
555 New Jersey Avenue, NW
Washington, DC 20001

8 February 2018

Dear Secretary-Treasurer Johnson:

Please find attached the financial review for the Lewis & Clark Support Staff Association, Local #4912 for the fiscal year ending June 30, 2017. The financial review was presented to the LCCSSA Executive Board on Thursday, February 8 2018. The financial review has been published and is available to our members.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lisa Frenz".

Lisa Frenz
President
LCCSSA

LCCSSA Local 4912
AFT AFL-CIO

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

February 8, 2018

We have examined the financial records of the LCCSSA Local 4912 for the period of July 1 2016 to June 30, 2017 and found them in acceptable order. 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 found that there was adequate documentation in almost all cases. We found that there were six withdrawals without backup receipts—the most significant being a \$1,915.25 charge for our annual luncheon. We are confident this receipt can be provided on request.

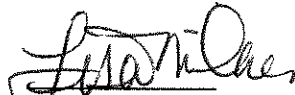
We recommend the following procedural changes:

- There should be a brief financial report at board meetings and this information should be appended with the Executive Board Minutes.
- The Treasurer should make sure there is adequate documentation of all transactions over \$50 (in line with Lewis & Clark policy).

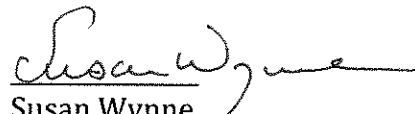
Signed:



Talie Bocci
Member, LCCSSA
Local 4912



Lisa Milner
Member, LCCSSA
Local 4912



Susan Wynne
Member, LCCSSA
Local 4912
VP, Membership

Balance Sheet

Lewis & Clark College Support Staff Association
Local 4912--AFT AFI-CIO
June 30, 2017

Assets

Current Assets

	Amount
Checking Account	\$4,934.47
Saving Account	<u>\$8,757.88</u>
Total Current Assets	<u>\$13,692.35</u>

Fixed Assets

	Amount
Computer	<u>\$899.00</u>
Total Fixed Assets	<u>\$899.00</u>

Total Assets **\$14,591.35**

Liabilities

Current Liabilities

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

Total Liabilities **\$5,671.32**

Net Assets **\$8,920.03**

LCCSSA/LOCAL NO. 4912 FINANCIAL REPORT
 FY 7/1/2016 - 6/30/2017

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL TO DATE
INCOME													
Dues (Deposits)	13,065.99	6,084.94	6,913.90	6,463.86	6,729.97	6,623.77	6,077.74	6,850.07	6,036.53	6,534.14	6,130.34	6,130.34	77,511.25
Other Income													
AFT National													
AFT Oregon													
NOLC													
Total Other													
Total Income	13,065.99	6,084.94	6,913.90	6,463.86	6,729.97	6,623.77	6,077.74	6,850.07	6,036.53	6,534.14	6,130.34	6,130.34	77,511.25
EXPENSES													
Honoraria				1,450.00	300.00					200.00		1,545.00	3,495.00
Payroll Taxes													
Per Capita Tax													
AFT National	3,191.68	3,033.22			4,430.64	3,069.43		4,674.31		3,085.31		1,528.72	23,013.31
AFT Oregon	8,892.07	8,620.23			25,509.62	12,963.94		183.04		8,380.46		3,872.00	68,228.32
NWOLC			188.32		240.68	121.00				117.92		53.68	904.64
Fidelity Bond													
Newsletter & Copies						115.00							115.00
Postage/Mailings						11.36							11.36
Social Functions/Meetings	390.80	146.15	362.07		41.87		2,012.18						3,026.07
Mileage/Travel/Meals			92.77		73.00			596.49					689.26
Workshops								80.00					80.00
Contributions/Gifts						203.59		517.50		114.30		250.00	1,319.28
Conventions								150.00		717.69		95.28	962.97
Miscellaneous					3.50	2.69		10.00				80.99	97.18
Total Expense	12,474.55	8,766.38	3,583.61	1,523.00	5,220.28	28,829.10	3,366.17	17,811.29	1,031.99	11,928.97	7,080.39	101,942.39	
Net Income (Expense)	(12,474.55)	4,299.61	2,501.33	6,587.24	4,940.86	1,509.69	(22,205.33)	2,711.57	(10,961.22)	5,004.54	(5,394.83)	(950.05)	(24,431.14)
Cash, Begin of Period	28,496.53	16,021.98	20,321.59	22,822.92	29,410.16	34,351.02	35,860.71	13,655.38	16,366.95	5,405.73	10,410.27	5,015.44	4,065.39
Net Income (Expense)	(12,474.55)	4,299.61	2,501.33	6,587.24	4,940.86	1,509.69	(22,205.33)	2,711.57	(10,961.22)	5,004.54	(5,394.83)	(950.05)	(24,431.14)
Cash, End of Period	16,021.98	20,321.59	22,822.92	29,410.16	34,351.02	35,860.71	13,655.38	16,366.95	5,405.73	10,410.27	5,015.44	4,065.39	(20,365.75)
Certificate of Deposit	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19	2,831.19
CD Interest													
Savings	8,757.07	8,757.14	8,757.20	8,757.28	8,757.35	8,757.42	8,757.48	8,757.56	8,757.62	8,757.68	8,757.75	8,757.81	8,757.88
Savings Interest	0.07	0.06	0.08	0.07	0.07	0.06	0.08	0.06	0.06	0.07	0.06	0.07	0.07
Total Savings	11,588.33	11,588.39	11,588.47	11,588.54	11,588.61	11,588.67	11,588.75	11,588.81	11,588.87	11,588.94	11,589.00	11,589.07	11,589.07