

To: NCRC Executive Committee
From: NCRC Audit Committee
Date: 2021 Jan 08
Final Report

The Audit Committee Members:
Richard Bianco, KC1JP
Paul Fredette, K1YBE
John Mills, K1JSM

The AUDIT Committee has performed an audit of NCRC accounting records for year 2020. We have reconstructed the financial records and produced an Income Statement and Balance Sheet for 2020 (excel spreadsheet). It is attached.

FINDINGS:

The financial records of the club are complete and accurate. No irregularities were found. There are no outstanding liabilities except the IBM grant money.

As of 12/31/2020, the club has net assets of \$14,712. IBM grant money excluded.

For the year 2020, the club had net income of \$11,8477 from all sources (dues, gifts, sale of equipment, excluding grant money).

There is a liability of \$2,014 in the club's checking account for undisbursed IBM grant money.

The Audit Committee did NOT confirm that the required reporting to RI Secretary of State or to the Federal government was completed.

RECOMMENDATIONS:

Posting the monthly NCRC finance reports on the Club's web site (Members only section) would be valuable. The members deserve to know. As of now, the most recent financial reports on the club's web site are dated 2016.

It would help if the balance in the club's PayPal account was reduced to zero at year end. As it is now, the PayPal account is used in a similar fashion to a checking account, it receives income and pays bills (expenses). Thus the audit committee has twice the work to reconcile both the PayPal and bank checking accounts, individually and to each other.

The IBM funds are co-mingled with NCRC's funds and no separate tracking of these funds was provided to the audit committee. It would very helpful to have a separate ledger or spreadsheet detailing the inflows and out flows of the IBM funds. Such a spreadsheet is attached as an example. It was created from data compiled by Richard Bianco in 2019 and from the Treasurer's Bank Audit 2020 spreadsheet.

Attachments:

(1) Income Statement and Balance Sheet for 2020

(2) IBM Grant Funds Ledger

Submitted by Bianco, Fredette, & Mills

2020 Profit and Loss	JAN-DEC 2020	REMARKS
INCOME - Checking Acct	\$19,087.00	From bank records, includes gifts, dues, sale of equip net of PayPal fees
EXPENSES - checking acct	-\$7,011.00	Does not include payment to Mike Cullen
EXPENSES - paid from paypal	-\$229.00	Expenses without PayPal fees auto deducted
Net Income	\$11,847.00	

Balance sheet as of 12/31/2020		AMOUNT	COMMENT
Assets	Bank Newport	\$16,139.00	Balance in Bank Newport checking acct, includes \$2,014 IBM Grant money
	Paypal	\$587.00	Balance in PayPal Account
	Equipment	\$10,231.00	Per ARRL insurance list
Total Assets		\$26,957.00	

Liabilities	Escrow	\$2,014.00	IBM grant money
Total Liabilities		\$2,014.00	
Club's Equity		\$24,943.00	
Total Liabilities and Equity		\$26,957.00	

NOTES			
1	Expenses of \$3,986 was paid to Mike Cullen, on Feb 24, 2020, check # 1142 (IBM funds)		
2	IBM funds remaining in NCRC's bank acct: \$2,014		
3	The Treasurer reports that there are no any outstanding bills or obligations that he knows of		

DATE	DESCRIPTION	RECEIVED (\$)	EXPENSES (\$)	BALANCE (\$)
1/1/2017	starting balance			0.00
9/21/2017	IBM grant rec'd	2,000.00		2,000.00
5/29/218	IBM grant rec'd	2,000.00		4,000.00
11/25/2019	IBM grant rec'd	2,000.00		6,000.00
2/4/2020	reimburse Mike Cullen		-3,986.00	2,014.00