

To: NCRC Executive Committee

From: NCRC Audit Committee

Date: April 7, 2024

Final Report of the 2023 Audit Committee

Members:

Paul Fredette, K1YBE
John Mills, K1JSM
Nolan Byrne, K1PRU
John Vecoli, KC1KOO, President (Ex officio member)

Nolan was ill on the final meeting day but has been included as her participation was much welcomed to include deeper membership participation.

The AUDIT Committee has performed an audit of NCRC accounting records for the year 2023.

We have compared the financial records to our Bank statements, reviewed several transactions and find the 2023 balance sheet posted on the website and included below represents the financial status of NCRC.

The new reporting system developed by our Treasurer has significantly simplified the reviewing process. He was able to present the data for the audit with the system. And the system allowed him to provide further detailed responses to our request. The Excel spreadsheet with worksheets that were developed demonstrated a sound recording system.

FINDINGS: The financial records of the club are complete and accurate. No irregularities were found. Two explanations are included for clarification of items review.

- 1) The 2023 election survey had a current expense of the minimum annual Survey Monkey plan. This was required because the free version created was discovered to have a limit on responses and the election had to be completed before the following meeting. While below the EC emergency expenditure limit of \$300, a rebate of some of the fee is being pursued.
- 2) A review of the donation details to fund the PLOA event requested that \$500 be used per year (if matched). This resulted in a \$136.10 shortfall that the club needs to provide so that a \$1500 balance remains. This expense could be requested formally at the April 2024 meeting.

There are no outstanding liabilities except the IBM and ARRL grant money.

Reserved assets from the two grants are the responsibility of the grant managers and the treasurer monitors that no excess spending occurred. The expenses are monitored by reports to the granting organizations.

The Audit Committee did NOT confirm that the required reporting to RI Secretary of State or to the Federal government was completed but the treasurer indicates that this is in order.

RECOMMENDATIONS:

1. Continue posting the excellent monthly NCRC finance reports on the Club's web site (Members only section).
2. At the April meeting members should consider a vote to move \$136.10 from the general fund to the PLOA fund to resolve the misunderstanding of the PLOA initial donation conditions.
3. The PayPal account is used in a similar fashion to a checking account, it receives income and deducts its fees (for example, \$1.36 for an annual due payment). The fee calculator on the site did not match the current fee charges.
 - a. Recommend coordinating with PayPal to determine what are our fees and take corrective action, if required.
 - b. Recommend making a comparison of PayPal v. Stripe services to consider a change in service.
4. The current balance is more than sufficient for short-term spending and a plan to put some of it in an interest-bearing account is being reviewed.
5. The committee also concurs with President Vecoli's objective to establish a budget that recognizes our recurring expenses and puts expectations and limits on special event funding so that spending relative to income can be more accurately assessed and disclosed to the membership.

Respectfully submitted,

The 2023 Audit Committee

Posted Balance Sheet

Newport County Radio Club Statements of Assets, Liabilities and Capital At December 31, 2023	Newport County Radio Club Statement of Income 12 Month Period Ending December 31, 2023	Newport County Radio Club Statement of Cash Flow 12 Month Period Ending December 31, 2023
Assets Cash..... 8,019.60 PayPal..... 8,459.86 Total Assets <u>16,479.46</u>	Income Grants..... 918.03 Dues..... 3,612.50 Donations..... 253.49 Education..... 428.00 Misc..... 2,103.27 Total Income 7,315.29	Cash at January 1, 2023 28,868.90 Cash Inflows Grants..... 918.03 Dues..... 3,612.50 Donations... 253.49 Education... 428.00 Misc..... 2,103.27 Total Cash inflows 7,315.29
Liabilities & Capital Liabilities..... - Club Equity..... 16,479.46 Total Liabilities & Capital <u>16,479.46</u>	Expenses Grants..... (10,669.58) Paypal..... - Supplies..... (6,177.83) Education..... (462.41) Utilities..... (1,665.20) Insurance..... (385.67) Banking..... (344.04) Total Expenses (19,704.73)	Cash Outflows Grants..... (10,669.58) Paypal..... - Supplies..... (6,177.83) Education... (462.41) Utilities..... (1,665.20) Insurance... (385.67) Banking..... (344.04) Total Cash Outflows (19,704.73) Cash at December 31, 2023 <u>16,479.46</u>
Newport County Radio Club Change in Capital 12 Month Period Ending December 31, 2023 Beginning Capital..... 28,868.90 Prior period adjustment..... - Net Income (Loss)..... (12,389.44) Ending Capital <u>16,479.46</u>	Net Income <u>(12,389.44)</u>	Notes: Unrestricted cash \$11,763.10 Restricted ARRL Grant \$2,962.31 Restricted Pete Lawson Fund \$1,363.90 Restricted IBM Grant \$390.15