Camano Law Enforcement Support Foundation

2018 Year-end Financial Review

June 19, 2019

The objective of the review was to examine the disbursement records of CLESF and draw a conclusion if the records reasonably represent the financial (cash) position of the Foundation.

The review was performed by CLESF treasurer, one CLESF Board member and one outside disinterested third party.

**The procedure was to:**

-reconcile the bank account checkbook to the latest bank statement, (Is the CLESF cash recordkeeping consistent with the bank’s records)

 -review all expenditures over $100 (a dollar value I selected to track only major expenditures,)

-track CLESF authorization for expenditures greater than $100 in meeting minutes, (Are the expenditures properly approved my CLESF?)

  -track payment by check to invoice or receipt for expenditure, (Are the expenditures properly receipted and/or paid per invoice?)

-submit a statement or report to the CLESF Board as to the results of the review.

**Conclusions/Findings:**

-The bank account balance (check book) reconciled to the bank statement.

-Several expenditures were not reported as authorized in the meeting minutes.

-Several of the (cash) expenditures did not have written receipts.

-The accounting records of CLESF accurately reflect the cash position of the Foundation.

**Recommendations**:

1. Receipts should be filed and stored by month.

2. All expenditures should have a written receipt and the payment check number and date should be annotated on the receipt/invoice.  In some cases CLESF should prepare and ask for a signed copy of a receipt for cash expenditures like Shop With a COP, and debit cards given to  law enforcement for use with citizens, reimbursement to CLESF member for xyz.

3. Expenditures should not be made without a written receipt or invoice from a vendor, i.e. Chamber of Commerce, insurance company.

4. The CLESF monthly meeting minutes do not accurately reflect authorizations for expenditures.  The minutes should clearly state the dollar amount authorized, the purpose, the organization/person receiving the funds.

Respectfully,

Jerry Betts