

5/04/05

WWRA
Silverdale, WA

WWRA 2004 Audit Report

On 5/3/05 Robin Pierce and Michael LaCombe met with Bill Hurd to conduct the annual Financial Audit for the calendar year 2004.

WWRA is an organization, which owns property, provides a service, has an income and generates expenses. It was clear to the auditors that the financial statement for WWRA was missing the **Asset** side of the ledger. We suspect that all the supporting documentation for the assets are maintained, however they were not presented to the auditors in a manner which they can verify the true financial status of the organization. Mr. Pierce reconciled the expense reports with the data provided. He found that the checking account records matched the receipt paper work for all but one check that had been written for food at one of the meetings. Proof of this was on the spread sheet file.

On May 3 George N7GME Robin M Pierce KE7AMR and Mike LaCombe W7CO audited the equipment and parts at the repeater site on Gold Mountain. All items on the inventory list were found as listed.

Recommendations:

We recommend that a Balance Sheet showing the organizations Assets and Liabilities be provided to the auditors with the supporting documents. We identified several areas of Assets that need to be included in the Balance Sheet. These include but may not be limited to:

- a. Dues Income
- b. Gifts, money and/or equipment
- c. Dividends
- d. Merchandize Sales
- e. Value of the equipment owned by WWRA

The majority of the organization liabilities are the expenses for supplies and equipment. It should be noted that the officers keep an accurate record of all expenses and provided a summary for the auditors. Thus they have in effect provided the Liability side of the Balance Sheet.

It would be a benefit to the organization if the inventory list was separated and subtotaled by equipment and consumable supplies. Adding an additional column to the spreadsheet and identifying equipment with an E and consumable supplies with an S could easily do this. The equipment and supplies could then be subtotaled for inclusion in the Balance Sheet.

We recommend that in the future the audit of the physical equipment be done first in order to verify that all the equipment, which ought to be reported as an asset, is present. Thus when the auditors meet with the Treasurer they will be able to certify the equipment value on the Balance Sheet.

Hours

The audit team spent a total of 3.5 hours to accomplish their task. This equals a total of 10.5 man-hours spent on the audit.

Robin Pierce KE7AMR

Mike LaCombe W7CO