

NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION

P.O. Box 87146, College Park, GA 30337 404-305-6452

ESO Local, Southern Region



December 31, 2010

Mike MacDonald
Region X RVP
100 Cummings Center, Suite 339-D
Beverly, MA 01915

Re: Financial Audit of Local EWP

A mail audit was performed on the financial books for the Local EWP located in Los Angeles, CA in 2010. The audit was coordinated with Sam Samad, Local President and Warren Yoshizuka, Local Treasurer. The following are the findings of the audit.

LOCAL CONSTITUTION / BY-LAWS /FINANCE POLICY

Local provided a valid local constitution and bylaws.

LOCAL FINANCIAL PROGRAM

Local does not use any financial program. It uses the manual check register.

BANK STATEMENTS

All bank statements were presented.

REBATE CHECK STUBS

All rebate check stubs were presented.

DEPOSIT SLIPS

Local maintains deposit slips.

MEMBERSHIP LIST

Local maintains a list of members and uses the rebate list to verify it is correct each quarter.

CANCELED CHECKS

Local provided requested copies of canceled checks.

VOUCHERS / RECEIPTS

Selected vouchers were provided and were in good order. However, it was noted that the vouchers for purchases of food did not include the list of members who participated. This should be recorded with all food purchases.

INVENTORY ASSET LIST

Local has no inventory other than a broken computer which is being disposed of.

MEETING MINUTES

I was not able to obtain copies of the minutes prior to completing this report, therefore I cannot determine the condition of the records for this category.

FINANCIAL REPORTS

Local creates an end of year financial reports and adopts a yearly budget.

LOANS

No loans were made in 2010. Local provides advances to members for travel expenses but it does not become a loan unless voucher is not filed timely.

BONDING

Bonding is handled through NATCA national. A copy can be obtained from national if needed.

LM FORMS

A copy of the LM3 was provided.

IRS FORMS / AFFIDAVIT

A copy of the IRS 990N was provided.

NEW MEMBER APPLICATIONS

Local maintains copies of member applications.

OTHER INCOME DOCUMENTATION

None

Overall the records appear to be in good condition and there is no need to review any additional records. The Local is encouraged to review the comments made above to further improve their record keeping. The audit took a long time to complete and ultimately I decided to close the audit having reviewed most of the records requested. It is hoped that the records of minutes will be provided in the coming year to complete that final piece.

If you have any questions regarding this letter please contact me at 404-305-6452 or by mail at P.O. Box 87146, College Park, GA 30337.

Douglas R. Hintz

Douglas R. Hintz
National Finance Committee, Region X Representative
NATCA President, Local ESO

Cc: Andy Heifner, NFC Chair

-----Original Message-----

From: "Douglas Hintz - ESO" <douglas.hintz@NATCA.NET>

Sent: Tuesday, May 10, 2011 7:36pm

To: NRX-EB@LIST.NATCA.NET

Subject: [NRX-EB] LM3/4 and IRS990's all turned in for Region X

Thanks everyone for getting you LM3/4's and IRS990's turned in. We are 100 percent in compliance again this year before any other region.

Doug

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