

November 10, 2020

NIU AFSCME Local 1890

Executive Board,

The Trustees Audit Report for FY '20 (7/1/2019-6/30/2020) is as follows. This is our union's first full Fiscal Year audit since opening our bank account last year.

The Trustees find bank statements, canceled checks, bank deposits and reconciliations all in compliance with supporting documentation. Disbursements are authorized by members and issued with correct multi-signature officer approval.

The Treasurer is currently using QuickBooks and maintains accurate files and an orderly FY '20 File Folder. Monthly financial reports are distributed to the Executive Board and read at member meetings. These reports include all of the correct, balanced information, and there are no outstanding bills. Expenditures have a legitimate union purpose and have been approved by the union members during membership meetings, or at Executive Board meetings. There are 4 mileage expense reports that should have been submitted with a map showing the start and end points which would map out the shortest route and the total distance one way. These expense reports could have also included additional information, which could have been because someone did not know how to fill out the form. The Trustees are suggesting that any member submitting an expense report for mileage, be given the example that we are providing so that all documentation is submitted in accordance with what is required.

Our local has a P.O. Box and an NIU OneCard for campus printing. The P.O. Box renewal fee is yearly and was approved at an E-Board Meeting. The OneCard was approved to be maintained at a \$50 amount for Union printing, this was also approved at an E-Board Meeting. The Trustees suggest that copies of the E-Board Minutes 12/5/19 and 9/5/19 be placed in the Audit folder going forward for each Fiscal year that the P.O. Box is renewed and there is money reloaded on the OneCard. This will keep the Audit documents in check, and we suggest that a note be passed from Treasurer to Treasurer with this information.

The IRS 990-N is being filed by headquarters; our Surety Bond was filed on time, as was our Local Union Annual Financial Report.

Local 1890 is in compliance with the Financial Standards Codes for FY '20

Respectfully Submitted,

Rebecca Rahe



Kristin Sherman