

December 15, 2022

NIU AFSCME Local 1890

Executive Board and Membership,

The Trustees Audit Report for the midpoint of FY '23 (7/1/2022-11/30/2022) is as follows:

Our financial records are in good shape with the exception of one expense report. There was a payout to Rave Meyer for the Website expenses, however, there was no submitted expense report with the receipts. After speaking with Meyer, the original email to the Treasurer was submitted. There was an expense report, it was not printed by the Treasurer as it should have been. Subsequently, the expense report does not have the authorizing signature, date of payment, check number and Treasurer's initials.

Additionally, when the financial binder is submitted to the Trustees, the entire checkbook must also be submitted. Without that record a successful audit can't be performed.

Everything has checked out with the exception of the above items.

Respectfully submitted,

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Rebecca Rahe

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Elizabeth Mehren