

NOTES:

2020 Shut us down from what we were used to and nearly shut us down completely. If it were not for the diligence and may I say stubbornness of a few die hard members, we may not even be here to discuss this audit.

That being said, please note that these few things are simply reminders as I know that they were being done and we are getting back there, but we will do best not to forget that the little things do matter.

Paperwork is important. You may 'Know It' or 'Know About It' but your predecessor won't. Leave them instructions or a paper trail to follow. Keep them together in a file, paper or digital. There are enough of us around to help if you are digital and the next one needs paper or visa versa. Flash drives should be as much a staple as the Notebooks.

We have a process, a chain of command. Use it. Stay on top of things.

That's about it. Some things are not easily checked as the paperwork is not available to be reviewed.

A handwritten signature in cursive script that reads "Monica Bayuss".

Respectfully Submitted

8/11/2022

2021 AUDIT RESULTS

INCOME

CD INTEREST	\$	131.17
SAVINGS INTEREST	\$	7.19
MEMBERSHIP DUES	\$	907.57
SEMINAR INCOME:		
DEB ANTONICK	\$	645.00
LISBETH STULL	\$	874.53
LYDIA STEEVES	\$	718.55
PAULETTE DIGESARE	\$	1,639.50

reduced rate for correction due to bank error in giving us the wrong account number in the first place - sound credit union

Increase due to higher membership

Kim has not been reimbursed for over 5 years for the filings with the state and she is now caught up

\$ 4,923.51

YEAR END TOTAL

EXPENSE

WEBSITE:		
Wix - 2 Year	\$	(379.32)
Zoom - 1 Year	\$	(165.26)
SEMINAR EXPENSE:		
DEB ANTONICK	\$	(735.00)
LISBETH STULL	\$	(500.00)
LYDIA STEEVES	\$	(575.00)
PAULETTE D.	\$	(50.00) deposit
NANCY SCOTT	\$	(100.00) deposit
EDUCATION / TEACHER FEE:		
MONICA BAYNESS	\$	(150.00) NOV CLASS
STORAGE RENT:		
STORAGE UNIT	\$	(1,542.00)
NEWSLETTER:		
PRINTING	\$	(23.81)
POSTAGE	\$	(54.85)
SDP FEES:		
CHAPTER FEES	\$	(38.90)
SUNSHINE:		
CARDS / ENV.	\$	(24.28)
STAMPS	\$	(11.60)
STAMPS	\$	(11.60)
TREASURER:		
NEW CHECKS	\$	(67.01)
CHECK REDO	\$	(23.55)
BANK STAMP	\$	(20.51)
INSURANCE / LEGAL FEES:		
INSURANCE	\$	(58.00) FOR 2020
INSURANCE	\$	(78.00) FOR 2021
CORP RENEWAL	\$	(12.00)
KNUTSEN/FALK	\$	(300.14)
KNUTSEN/FALK	\$	(308.32)
		\$ (5,229.15)

\$ (305.64)

**Note that the PayPal fees increased mid year, however we still made profit on all but one seminar.*

2021 Seminars

Seminar was originally thought to be \$30 per person, but since we wanted it recorded it was \$35. Chapter paid the overage.

Deb Antonick		
Total Income	\$	645.00
Total Expense	\$	(735.00) to Teacher
Total Loss	\$	(90.00)

15 Members	12 Non Members		
Lisbeth Stull			
Total Cash Income	\$	75.00	
Total PP Income	\$	799.53	after fees
Class Deposit	\$	(200.00)	to Teacher
Class Fee	\$	(300.00)	to Teacher
Total Profit	\$	374.53	

7 members	15 Non Members		
Lydia Steeves			
Total Cash Income	\$	25.00	
Total PP Income	\$	693.55	after fees
Class Deposit	\$	(100.00)	to Teacher
Class Fee	\$	(425.00)	to Teacher
Class Fee	\$	(25.00)	to Teacher
Class Fee	\$	(25.00)	to Teacher
Total Profit	\$	143.55	

Monies collected in 2021 are actually for 2022 Seminar, however we need to account for them in the year they were deposited into the bank. The expense will be shown on the 2022 expense sheet, but the income will not.

25 members	25 Non Members		
Paulette DiGesare			
Total Cash Income	\$	150.00	
Total PP Income	\$	1,489.50	after fees
Class Deposit	\$	(50.00)	to Teacher
Total Expense	\$	(640.00)	to Teacher
Total Profit	\$	949.50	

*INFORMATION ON PAULETTE WILL ALSO GO INTO 2022

Monies collected via PayPal had to be deposited by end of year for accounting purposes as we were working on switching banks and PayPal accounts.