

Memorandum

DATE: February 28, 2022

TO: Rotary District 6690

FROM: Sam Agresti, CPA and Darnell Perkins

RE: Audit procedures performed for the fiscal year ending June 30th 2021

On February 22, 2022, we visited John Vogelpohl's home office, the location of where the District's financial records are maintained and we performed the following audit procedures. Please note this was not an audit performed in accordance with General Accepted Auditing Standards in the United States and therefore we offer no opinion on whether the financial are in accordance with Generally Accepted Accounting Standards in the United States. The procedures were performed to satisfy the requirements of Rotary International and stated below with corresponding results or comments.

- 1) The books and financial records of Rotary District 6690 appear to be well organized and maintain by the District Treasurer John Vogelpohl
- 2) We reviewed budget and compared it to the annual financials statements and noted several positive variances due to Covid related restrictions and cancelations. The budget had a \$9,851 budgeted deficit compared to 71,348 positive variance. I performed inquiries of the variances and the explanations appear reasonable- No further procedures deemed necessary
- 3) We compared the financial statements maintained in Quick Books to the financial statements maintained in Excel. Did not note any exceptions
- 4) We reviewed the reconciliation of surplus (equity)and didn't note any unusual items and appears reasonable and accurate
- 5) We reviewed the all bank reconciliations and did not note an unusual reconciling items
- 6) We performed a proof of cash for the fiscal and did not note any exceptions
- 7) We traced 5 disbursement from cash disbursements to the supporting detail and did not note any exceptions.
- 8) We traced 2 transfers from money market to the general checking account and noted it was properly recorded.
- 9) We traced Rotary International grant funds account to the actual disbursements and reviewed proper supporting documents including approvals. No exceptions were noted
- 10) Reviewed Grant disbursement file and noted proper documentation and approvals. Choose 5 disbursements from bank statements and agreed to disbursements with out exception
- 11) We scanned the general ledger and didn't note any unusual items.
- 12) We choose 5 items from the general ledger traced back to disbursements journal and supporting detail with no exceptions noted
- 13) Performed an predictive analytic on the Rotary International Grant funds bank account balance as it relates to the unspent grant funds liability. The relationship between these accounts appears reasonable not further procedures deemed necessary.
- 14) Preformed inquiry on the prepaid and other asset accounts which had small balances. Explanations appear reasonable no further procedures deemed necessary.

- 15) Inquired and reviewed subsequent payment of accounts payable. Amounts appear properly recorded and no issues noted
- 16) Reviewed and recalculated membership dues and reconciled to financial statements without exception
- 17) Reviewed notebook of check disbursements and supporting documentation. I agreed to supporting documentation and proper categorization of various items in the general ledger
- 18) Reviewed expense reports for reimbursement for Maryjane Schackleford and Tom Carlisi and did not note any unusual items
- 19) Reviewed invoices of Target Business Services (business related to an officer) and didn't note an unusual items
- 20) Reviewed Grant disbursement file and note proper documentation and approvals. Choose 5 disbursements from bank statements and agreed to disbursements with out exception
- 21) Performed an inspection of the Federal tax return and State of Ohio registration filings and noted they have been prepared and timely filed

Please let me know if anyone has any questions regarding the above procedures

Rotary District 6690
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	TOTAL		
	Jul '20 - Jun 21	Budget	\$ Over Budget
Our Resources:			
Dues (\$30/member)	\$ 102,360.00	\$ 105,000.00	\$ (2,640.00)
Miscellaneous Income	46.08	-	46.08
Interest Income	414.05	1,800.00	(1,385.95)
	<u>102,820.13</u>	<u>106,800.00</u>	<u>(3,979.87)</u>
 How We Spend Our Dues:			
Programs:			
Public Image	592.46	7,500.00	(6,907.54)
Membership Initiative	-	2,000.00	(2,000.00)
Rotaract	-	2,500.00	(2,500.00)
Interact	-	1,000.00	(1,000.00)
RYLA	-	300.00	(300.00)
Youth Exchange	2,263.66	8,500.00	(6,236.34)
4-Way Test Speech Contest	1,300.00	1,500.00	(200.00)
Ethics Seminar	-	500.00	(500.00)
Global Peace Building	2,000.00	2,000.00	-
Group Study Exchange	-	2,000.00	(2,000.00)
Paul Harris Recognition	1,545.59	4,000.00	(2,454.41)
	<u>7,701.71</u>	<u>31,800.00</u>	<u>(24,098.29)</u>
 Conferences - District 6690:			
District Conference Expense	6,861.14	22,000.00	(15,138.86)
District Assembly	-	-	-
Foundation/Membership Seminar	2,030.31	-	2,030.31
PDG Dinner	2,057.72	-	2,057.72
PETS/PREPETS	7,316.00	14,000.00	(6,684.00)
	<u>18,265.17</u>	<u>36,000.00</u>	<u>(17,734.83)</u>

Rotary District 6690
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	TOTAL		
	Jul '20 - Jun 21	Budget	\$ Over Budget
Training & Continuity:			
Rotary International Convention - DG *1	5,000.00	6,000.00	(1,000.00)
Rotary International Convention - DGE	-	6,000.00	(6,000.00)
Rotary International Convention - DGN	-	4,000.00	(4,000.00)
Assistant Governor Training	514.91	500.00	14.91
Council on Legislation	-	1,000.00	(1,000.00)
DACdb Training	-	1,000.00	(1,000.00)
District Multi-Year Planning	-	250.00	(250.00)
Rotary Leadership Institute	100.00	1,600.00	(1,500.00)
Strategic Planning Committee	-	-	-
Zone Ins Institute - DG	425.00	2,800.00	(2,375.00)
Zone Institute - DGE	500.00	3,300.00	(2,800.00)
Zone Institute - DGN	-	3,300.00	(3,300.00)
PDG Training & Support	-	4,000.00	(4,000.00)
Zone Success Seminar	500.00	1,000.00	(500.00)
Zone Secretary	-	-	-
Miscellaneous	87.87	-	87.87
Visioning	-	500.00	(500.00)
	7,127.78	35,250.00	(28,122.22)
Other Including Administrative:			
Pins and Banners	3,986.03	3,000.00	986.03
RI Subsidy in Excess of DG Expenses of \$7,017.02)	(5,819.71)	(3,799.00)	(2,020.71)
DGE Expenses	1,859.74	5,000.00	(3,140.26)
DGN Expenses	-	1,000.00	(1,000.00)
Assistant Governor Expenses	97.24	700.00	(602.76)
Secretary & Treasurer Expenses	19.28	-	19.28
DG Gift	307.14	200.00	107.14

Rotary District 6690
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	TOTAL		
	Jul '20 - Jun 21	Budget	\$ Over Budget
District Website	3,058.18	3,000.00	58.18
District Directory	-	1,000.00	(1,000.00)
Treasurer's Bond	341.05	350.00	(8.95)
Credit Card Processing	784.40	1,000.00	(215.60)
Governor's Newsletter	-	300.00	(300.00)
Office Supplies	486.89	600.00	(113.11)
Postage and P.O. Box Rental	273.00	250.00	23.00
Miscellaneous Administrative	173.80	1,000.00	(826.20)
Software	2,661.31	-	2,661.31
	<u>8,228.35</u>	<u>13,601.00</u>	<u>(5,372.65)</u>
Total Expenses	<u>41,323.01</u>	<u>116,651.00</u>	<u>(75,327.99)</u>
Net Surplus of Income Over Expenses	<u>\$ 61,497.12</u>	<u>\$ (9,851.00)</u>	<u>\$ 71,348.12</u>

**Note: District also received \$116,394 for Grants, which was wholly spent or committed
 Additional Line Items Budgets Were Allocated to Designated Surplus (see stmt of surplus)**

***1 - \$5,000 was set aside for the DG to attend a future RI Conference (see Other AP)**

Rotary District 6690
Balance Sheet
As of June 30, 2021

ASSETS

Current Assets

Checking/Savings

FFB Checking	\$ 5,649.60
FFB MoneyMarket	297,433.46
RI Grant Funds	66,861.04

Total Checking/Savings	369,944.10
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Other Current Assets

Advance on Future Year Exp. (Expenses paid for a future year and held as a "deferred" item)	75.00
Other Accounts Receivable	3,321.25
Prepaid Bond	341.05

Total Other Current Assets	3,737.30
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Total Current Assets

373,681.40

TOTAL ASSETS

\$ 373,681.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Other Accounts Payable	\$ 37,179.25
2010 - Unspent Grant Funds	66,585.29

Total Other Current Liabilities	103,764.54
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Total Current Liabilities	103,764.54
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Surplus (See Surplus Statement)	269,916.86
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TOTAL LIABILITIES & EQUITY

\$ 373,681.40

Rotary District 6690
Detailed Schedule of Surplus
June 30, 2021

	Beginning	[-----Current Year-----]			Ending	
	Balances	Earnings	Allocations	Uses (below)	Allocations	Balances
Undesignated Surplus	\$ 123,000.00	\$ 61,497.12	\$ (59,497.12)	\$ -		\$ 125,000.00
Designate Surpluses:						
Council on Legislation	3,559.91				1,000.00	4,559.91
Strategic Planning Committee	2,034.23					2,034.23
Rotaract	9,279.64				2,500.00	11,779.64
Interact	1,500.00				1,000.00	2,500.00
General	69,045.96		59,497.12	-	(4,500.00)	124,043.08
Total Designated	85,419.74	-	59,497.12	-	-	144,916.86
Total	\$ 208,419.74	\$ 61,497.12	\$ -	\$ -	\$ -	\$ 269,916.86

Per Balance Sheet