

## MLUA Audit -- Year ending June 30, 2013

### INTRODUCTION

The Policies and Procedures for the Minnesota Lacrosse Umpire Association (MLUA) now require an annual audit of the financial records.

**Section 5.6** of the bylaws was amended in June 2013 to include the following:

*"The Board will annually direct an internal audit of the financial books of the MLUA to ensure proper accounting for the funds of the MLUA. An audit committee will be formed at the annual meeting and will complete an audit of the MLUA financial books within 30 days of the close of the books on June 30<sup>th</sup>. The Board will report the findings to the membership within 30 days after each annual audit.*

This is the initial audit of the financial records. The audit was conducted by John Nicholson, who was selected to organize the audit committee responsible for conducting the audit.

After reviewing the financial records of the Treasurer, the results are as follows:

1. **Receipts/Income** – The Treasurer properly deposited all dues and other sources of income he received. There was one finding noted:
  - During a review of income and expenses, it was noted that there was one official who was assigned games during a fall league, but there was no record that she paid the annual MLUA dues of \$90.00.
2. **Expenditures** – All expenditures were properly recorded and supported by documentation. The Treasurer obtained approval for expenditures from the board before making any payments.
3. **Ending Balance** – The ending balance in the bank account(s) of the MLUA was \$12,415.53. This amount agreed with the records of income and expenditures that were maintained by the Treasurer.

### RECOMMENDATIONS

The following items are recommendations to the Board, based on the outcome of the audit (**note:** action has been taken by the Board on some items):

#### **Annual dues, fees, certifications, etc.**

The Board has taken action to ensure that any official assigned a game has paid his or her dues. A test could not be conducted during the audit due to limited access in Arbiter.

A single report should be prepared which lists the following for each official:

1. Dues payments;
2. U.S. Lacrosse membership fee payments;
3. MSHSL officials fees;
4. Any other requirements (as determined by the bylaws) that must be met by an MLUA member prior to receiving game assignments.

This report would provide a better audit tool in the future for determining if all members paid their dues. The report will be easier to generate after the following is implemented (**NOTE: this was taken from the July 2013 U.S. Lacrosse Newsletter**):

### ***US Lacrosse and ArbiterSports***

*US Lacrosse and ArbiterSports are entering an exciting new partnership in time for the 2014 season. **This partnership will allow assignors to see which officials have renewed their membership, and also those officials who have completed their US Lacrosse certification.** How can you help make this happen? Please sign into your US Lacrosse account and make sure the email you have on file with USL is the same email you use to sign-in to ArbiterSports.*

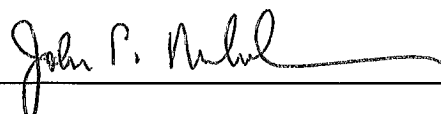
### **Late Fees**

Section 4.1.1 of the bylaws was amended to allow the Board to define a late fee in the Policies and Procedures when membership dues are received after the due date. The audit committee feels that this should be implemented for 2014, and the membership duly notified that it will be strictly enforced.

Additionally, the bylaws should be updated for when (if ever) fees will be waived, reduced, or apportioned.

### **Actions Taken**

The Board met and agreed with the conclusions and recommendations of this report. Recommendations have been implemented or are in the process of being implemented as of the date of this report..

  
\_\_\_\_\_ **May 30, 2014**  
**John P. Nicholson, MLUA Audit Committee**