

MLUA Audit – Year ending June 30, 2015

INTRODUCTION

The bylaws for the Minnesota Lacrosse Umpire Association (MLUA) require an annual audit of the financial records.

Section 5.6 of the bylaws states the following:

“The Board will annually direct the auditing of and payment for such auditing of the financial books of the MLUA to ensure proper accounting for the funds of the MLUA. The Board will report the findings to the membership within 30 days after each annual audit.

The audit was conducted by John Nicholson and Craig Stockel, MLUA members who were appointed to the audit committee.

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

1. Prior Year Recommendations

- Officials should not be assigned games until all dues and payments have been made in full. Any exception to this policy should be reviewed and approved by the board.
- Youth official dues need to be properly tracked. There needs to be a listing of youth officials showing that their dues and fees have been paid, prior to any game assignments, unless approval has been received from the board.

The adult officials that were included in the audit sample paid all their dues and payments prior to receiving game assignments.

There continues to be a problem with collecting dues relating to youth officials. Game assignments were given to youth officials who had not paid their dues (See next segment).

- #### 2. Receipts/Income – The Treasurer properly deposited all dues and other sources of income he received.

A sample of 10 officials was randomly pulled from Arbiter, to determine if the officials were assigned games, and if they paid their dues and any other required fees.

The sample included 7 adult officials, and 3 youth officials.

The adult officials were all assigned games, and paid the required MLUA dues. 3 officials were late with their dues payments. All 3 paid late fees (1 official paid a reduced late fee which was approved by the board).

There continues to be poor controls over the collection of dues from youth officials. The 3 youth officials in the sample had no record of paying their dues. The youth officials were assigned games, in violation of MLUA policies and procedures.

3. **Expenditures** – Expenditures for 2015 totaled \$15,370.80. The audit included a review of FY 2015 expenditures totaling \$7,930.44 (52% of total expenditures). All expenditures were properly recorded and supported by documentation. The Treasurer obtained approval for expenditures from the board before making payments.
4. **Ending Balances** – The ending balances in the bank accounts of the MLUA were as follows:

Checking Account: \$2,959.35.

Savings Account: \$8,106.52

The total amount of available funds for the year ended 6/30/15 was \$11,065.87. This amount agreed with the records of income and expenditures that were maintained by the Treasurer.

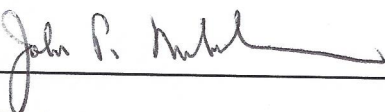
RECOMMENDATIONS

The following items are recommendations to the Board, based on the outcome of the audit:

- Youth official dues need to be properly tracked. There needs to be a listing of youth officials showing that their dues and fees have been paid, prior to any game assignments, unless approval has been received from the board.

Actions Taken

The Board met on October 5, 2015⁷², 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.

 9/20/15 (DATE)

John P. Nicholson, MLUA Audit Committee

 9/20/15 (DATE)

Craig Stockel, MLUA Audit Committee