



John Joy <jmj@savagejoy.com>

Central CT Treasurer's Report: 10/31/2019

1 message

John Joy <jmj@savagejoy.com>

Sun, Nov 3, 2019 at 4:31 PM

To: "Board of Directors, Central CT Chapter NEMBA" <board@cctnemba.org>, Philip Keyes <pk@nemba.org>, Anne Shepard <anne.shepard@comcast.net>

Covers September and October.

People's Checking 10/31/2019:	\$ 2,466.41				
LESS Checks Outstanding (1):	\$ (69.92)				
People's Money Market 10/31/2019:	\$ 16,883.33				
Total 10/31/2019:	\$ 19,279.82				
		Trail Care			
	General Fund	Fund	Rockland	TOTAL	
Funds as of 8/31/2019:	\$ 10,735.55	\$ 3,841.68	\$ 4,577.38	\$ 19,154.61	
Income:	\$ 1,130.39	\$ -	\$ -	\$ 1,130.39	
Expenses:	\$ (160.22)	\$ -	\$ (844.96)	\$ (1,005.18)	
Funds as of 8/31/2019:	\$ 11,705.72	\$ 3,841.68	\$ 3,732.42	\$ 19,279.82	

As usual, refer to the P&L for details. Highlights: \$1127.50 chapter rebate on the income side; expenses for Rockland including the balance of the Pannier order (\$520.00), and refreshments for the REI work session, along with some miscellaneous expenses from Jason.

What's missing from this report: reimbursement to Glenn for Fall Fiesta expenses (\$597.95), as well as Trails Symposium. They should be on the 12/31 report. I will have to yield to Glenn for a report on Fall Fiesta (and Jason and Lisa for a report on the REI event), as I wasn't there, being north dealing with this place:



We had a new wrinkle from the auditors: a Fraud Risk Inquiries Form we had to complete. I did - one of the questions was really badly worded (in fact, wasn't even a question), so after some clarification, submitted a supplemental. Both are attached.

Lisa's costume ride at Rockland on 10/26 was a success - again, I'll yield to her for a report, but can speak to the event as I was actually in attendance this year, as I'm now retired from the NEMBA (corporate) board, and thus didn't have to be in Danvers that day. I even won a prize for my tiger costume, despite the fact I had it on backwards.

And speaking of beasts... in my July report, I noted that at NEMBAfest I continued the experiment to see if stinky gear will, in fact, keep the bears away (no bear encounter, though there was one, sort of, with another kind of critter). Well, fast-forward a few months, and I'm noticing that whenever I show up at the gym, everyone else leaves. Not necessarily a terrible thing for me since I get the place to myself, but...

Gym stuff gets washed with mountain bike stuff. As a result, Gymrat-me was beginning to smell like Bikasaurus, which is less than optimal cuz:



and as it is, the bike stuff, which is typically a cross between randy billy goat and old coonhound, started to have rotten cabbage added to the mix. I can deal with billy-goat-n-coonhound, but absolutely draw the line at rotten cabbage, so something had to change.









I'm now adding a dose of Mirazyme to the rinse cycle, then line dry. Is it 100% effective? Well, no, but it did get rid of the rotten cabbage in the gym stuff, riding clothes, gloves and armor, leaving only a moderate goat-and-houndstink. (I tried it on the 5.11 Pack-O-Wonder I ride with, too, which is easily the stinkiest piece of gear I own. It just laughed. Oh, well.)

Next up: Winterfest, rescheduling trail school, and budgeting for the 2020 season. Oh, and finding my successor as treasurer. 8^)

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Bhur (not quite so stinky) gCisteoir

8 attachments

-  **PandLByClass20191031.pdf**
8K
-  **PandL20191031.pdf**
11K
-  **PeoplesMMBankRec20190930.pdf**
7K
-  **PeoplesMMBankRec20191031.pdf**
7K
-  **PeoplesCKBankRec20191031.pdf**
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-  **PeoplesCKBankRec20190930.pdf**
8K
-  **Central Connecticut NEMBA Financial Practices Fraud Avoidance.pdf**
41K
-  **Fraud Risk Inquiries Form - BOD.pdf**
69K

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11/03/19

**Connecticut NEMBA
Reconciliation Detail
People's Checking, Period Ending 09/30/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,845.96
Cleared Transactions						
Checks and Payments - 8 items						
Check	08/03/2019	10155	NEMBA	X	-70.00	-70.00
Check	08/27/2019	10157	Jason Engelhardt	X	-300.00	-370.00
Check	08/29/2019	10158	Trailhub	X	-131.90	-501.90
Check	08/31/2019	10159	Meridian Printing	X	-543.32	-1,045.22
Check	08/31/2019	10160	Glenn Vernes	X	-26.57	-1,071.79
Check	09/04/2019	10161	Glenn Vernes	X	-83.63	-1,155.42
Check	09/04/2019	10162	Peter Finch	X	-6.67	-1,162.09
Check	09/19/2019	10163	Pannier	X	-520.00	-1,682.09
Total Checks and Payments					-1,682.09	-1,682.09
Deposits and Credits - 2 items						
Transfer	09/03/2019			X	1,000.00	1,000.00
Transfer	09/16/2019			X	500.00	1,500.00
Total Deposits and Credits					1,500.00	1,500.00
Total Cleared Transactions					-182.09	-182.09
Cleared Balance					-182.09	1,663.87
Register Balance as of 09/30/2019					-182.09	1,663.87
New Transactions						
Checks and Payments - 3 items						
Check	10/15/2019	10164	Jason Engelhardt		-187.89	-187.89
Check	10/15/2019	10165	Lisa Maloney		-137.07	-324.96
Check	10/26/2019	10166	Lisa Maloney		-69.92	-394.88
Total Checks and Payments					-394.88	-394.88
Total New Transactions					-394.88	-394.88
Ending Balance					-576.97	1,268.99

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**Connecticut NEMBA
Reconciliation Detail
People's Money Market, Period Ending 09/30/2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						18,380.44
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	09/03/2019			X	-1,000.00	-1,000.00
Transfer	09/16/2019			X	-500.00	-1,500.00
Total Checks and Payments					-1,500.00	-1,500.00
Deposits and Credits - 1 item						
Deposit	09/30/2019			X	1.46	1.46
Total Deposits and Credits					1.46	1.46
Total Cleared Transactions					-1,498.54	-1,498.54
Cleared Balance					-1,498.54	16,881.90
Register Balance as of 09/30/2019					-1,498.54	16,881.90
Ending Balance					-1,498.54	16,881.90

**Connecticut NEMBA
Reconciliation Detail
People's Checking, Period Ending 10/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,663.87
Cleared Transactions						
Checks and Payments - 2 items						
Check	10/15/2019	10164	Jason Engelhardt	X	-187.89	-187.89
Check	10/15/2019	10165	Lisa Maloney	X	-137.07	-324.96
Total Checks and Payments					-324.96	-324.96
Deposits and Credits - 1 item						
Deposit	10/18/2019			X	1,127.50	1,127.50
Total Deposits and Credits					1,127.50	1,127.50
Total Cleared Transactions					802.54	802.54
Cleared Balance					802.54	2,466.41
Uncleared Transactions						
Checks and Payments - 1 item						
Check	10/26/2019	10166	Lisa Maloney		-69.92	-69.92
Total Checks and Payments					-69.92	-69.92
Total Uncleared Transactions					-69.92	-69.92
Register Balance as of 10/31/2019					732.62	2,396.49
Ending Balance					732.62	2,396.49

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**Connecticut NEMBA
Reconciliation Detail
People's Money Market, Period Ending 10/31/2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						16,881.90
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2019			X	1.43	1.43
Total Deposits and Credits					1.43	1.43
Total Cleared Transactions					1.43	1.43
Cleared Balance					1.43	16,883.33
Register Balance as of 10/31/2019					1.43	16,883.33
Ending Balance					1.43	16,883.33

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Accrual Basis

**Connecticut NEMBA
Profit & Loss Detail
September through October 2019**

Type	Date	Num	Name	Source Name	Memo	Class	Clr	Split	Debit	Credit	Balance
Ordinary Income/Expense											
Income											
Chapter Rebates											
Deposit	10/18/2019		NEMBA		Chapter Rebate	General Fund		People's Checking		1,127.50	1,127.50
Total Chapter Rebates									0.00	1,127.50	1,127.50
Total Income									0.00	1,127.50	1,127.50
Total Income									0.00	1,127.50	1,127.50
Expense											
Meetings food											
Check	09/04/2019	10161	Glenn Vernes	Glenn Vernes	Refreshments: 9/4 meeting	General Fund		People's Checking	83.63		83.63
Check	09/04/2019	10162	Peter Finch	Peter Finch	Refreshments: 9/4 meeting	General Fund		People's Checking	6.67		90.30
Total food									90.30	0.00	90.30
Total Meetings									90.30	0.00	90.30
Other Events Food											
Check	10/26/2019	10166	Lisa Maloney	Lisa Maloney	Refreshments: Halloween Ride	General Fund		People's Checking	69.92		69.92
Total Food									69.92	0.00	69.92
Total Other Events									69.92	0.00	69.92
Trail Maintenance Food											
Check	10/15/2019	10165	Lisa Maloney	Lisa Maloney	Refreshments: REI event @ Rockland	Rockland Preserve:Rockland Pr...		People's Checking	137.07		137.07
Total Food									137.07	0.00	137.07
Supplies											
Check	09/19/2019	10163	Pannier	Pannier	Rockland: sign balance	Rockland Preserve:Rockland Pr...		People's Checking	520.00		520.00
Check	10/15/2019	10164	Jason Engelhardt	Jason Engelhardt	Rockland: misc trail maintenance	Rockland Preserve:Rockland Pr...		People's Checking	187.89		707.89
Total Supplies									707.89	0.00	707.89
Total Trail Maintenance									844.96	0.00	844.96
Total Expense									1,005.18	0.00	1,005.18
Net Ordinary Income									1,005.18	1,127.50	122.32
Other Income/Expense											
Other Income											
Investment Income											
Interest Income											
Deposit	09/30/2019				Interest	General Fund		People's Money Market		1.46	1.46
Deposit	10/31/2019				Interest	General Fund		People's Money Market		1.43	2.89
Total Interest Income									0.00	2.89	2.89
Total Investment Income									0.00	2.89	2.89
Total Other Income									0.00	2.89	2.89
Net Other Income									0.00	2.89	2.89
Net Income									1,005.18	1,130.39	125.21

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 11/03/19
 Cash Basis

**Connecticut NEMBA
 Profit & Loss by Class
 September through October 2019**

	General Fund	Rockland Preserve Restricted (Rockland Preserve)	Total Rockland Preserve	TOTAL
Ordinary Income/Expense				
Income				
Chapter Rebates	1,127.50	0.00	0.00	1,127.50
Total Income	1,127.50	0.00	0.00	1,127.50
Total Income	1,127.50	0.00	0.00	1,127.50
Expense				
Meetings				
food	90.30	0.00	0.00	90.30
Total Meetings	90.30	0.00	0.00	90.30
Other Events				
Food	69.92	0.00	0.00	69.92
Total Other Events	69.92	0.00	0.00	69.92
Trail Maintenance				
Food	0.00	137.07	137.07	137.07
Supplies	0.00	707.89	707.89	707.89
Total Trail Maintenance	0.00	844.96	844.96	844.96
Total Expense	160.22	844.96	844.96	1,005.18
Net Ordinary Income	967.28	-844.96	-844.96	122.32
Other Income/Expense				
Other Income				
Investment Income				
Interest Income	2.89	0.00	0.00	2.89
Total Investment Income	2.89	0.00	0.00	2.89
Total Other Income	2.89	0.00	0.00	2.89
Net Other Income	2.89	0.00	0.00	2.89
Net Income	970.17	-844.96	-844.96	125.21

New England Mountain Bike Association, Inc.
Fraud Risk Inquiries Form – Management and BOD
December 31, 2018

Name: John M. Joy

Position: Treasurer, Central CT Chapter

Date: October 15, 2019

Do you have any knowledge of any actual fraud or suspicions of fraud affecting the Organization or its services?

No X

Yes ____, Please explain _____

Do you have any awareness of any allegations of fraud or suspected fraud affecting the Organization or its services?

No X

Yes ____, Please explain _____

Is the Organization in compliance with laws and regulations?

No __

Yes X, Please explain To the best of my knowledge.

Do you have any knowledge of any possible or actual noncompliance or abuses of broad programs and controls occurring during the period being audited or the subsequent period?

No X

Yes ____, Please explain _____

How, and to what extent, and how often does the Organization assess the risk that the Organization's financial statements might be materially misstated due to fraud and the controls in place to prevent and detect it?

Please explain Anne can speak to the Corporate books better than I can; on the chapter level, (1) I produce a Treasurer's Report every two months, which is sent to Chapter board members, Anne, and Philip, as well as being posted to the Chapter website for public access. All Chapter income items, expenditures, and bank statements are scanned to a Dropbox folder to which the Chapter exec board, Anne, Philip, and the auditor have access.

The Organization's process (programs and controls) for identifying, responding to, and monitoring fraud risks, including specific fraud risks they have identified or that have been brought to their attention, or classes of transactions, account balances, or disclosures for which a fraud risk is likely to exist.

Please explain Is there a question here??

How does the Organization communicate to employees the importance of ethical behavior and appropriate business practices?

Please explain We have one full time and one part time employee. The (corporate) board expects ethical behavior from them, and receives it. I emphasize this as well to my chapter volunteers.

If applicable, have you reported to those charged with governance about the Organization's processes for identifying and responding to fraud risks?

No___

Yes___, Please explain Not sure it applies. If I have even the slightest question on anything, I bring it to Anne's and Philip's attention.

Please explain how management assures compliance with contracts, and grant agreements.

All of such have to pass through Philip and/or the executive officers.

Please explain how management is satisfied that cash from all chapters is complete and not misappropriated.

Periodic examination of chapter books, statements, ... (see above).

Central Connecticut NEMBA
Financial Practices / Fraud Avoidance

Cash Handling:

The Chapter rarely has cause to handle cash. We do not maintain a petty cash fund, and thus cash handling is typically limited to special events, e.g. Fall Fiesta. Two officers (typically the treasurer and president) count cash before and after the event, and accounting for events is either included in the periodic Treasurer's Reports or as a supplemental. Cash receipts are promptly deposited to the Chapter's operating checking account.

Banking:

The Chapter maintains an operating checking account and a money market account. The sole signer on these accounts is the treasurer. Likewise, there is a debit card (People's Bank Mastercard) accessing the checking account, with the sole authorized user the treasurer. To mitigate risk of unauthorized transactions on the card, typically only between \$1000 and \$2000 is kept in the operating checking account at any time, with the excess being transferred into the money market, and back to operating checking as needed. The accounts are monitored periodically via People's online banking system.

Bookkeeping:

Chapter books are kept in Quickbooks, the database of which is periodically backed up to a cloud service. All financial documents (bank statements, income item documentation, expense receipts, ...) are scanned to a Dropbox folder to which the chapter executive board, NEMBA's executive director and corporate treasurer, and auditors, have on-demand (read-only) access. In addition, physical copies are retained in a binder, which is available for inspection. Periodic Treasurer's Reports are generated, typically for each chapter board meeting, which includes P&L, bank reconciliation reports, and status of any restricted funds. These are sent to the chapter board, NEMBA's executive director and corporate treasurer, and posted to <https://cctnemba.org/chapter-board-stuff> for general membership and public inspection, as well as to the Dropbox folder. (The present treasurer has also been known to include personal anecdotes in the narrative of reports, and quiz board members on these, as a means of ensuring they're being read.)

Stewardship:

Volunteers may be reimbursed for actual expenses on behalf of the organization, but only upon submission of a receipt to the treasurer. The chapter board pre-authorizes annually a certain level of expenditure for each riding area we maintain (typically \$250-\$500 per year), which may be spent by our volunteer leader for each area, without additional authorization by the board, on trail care expenses. As NEMBA is tax exempt, for significant expenses volunteer leaders are required to purchase through the treasurer, as per Connecticut state law a CERT119 must be issued to the vendor and funds must be drawn directly from an organization account (via either the checking account or debit card).