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Swansea, SC 29160
803-413-6748

November 7, 2018

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Mr. Robert Shear, President
Carolina Federation of NARFE Chapters
309 Mallet Hill Road
Columbia, SC 29223-3224

Dear Bob:

I performed an audit of the financial records of the South Carolina NARFE Convention held March 26 – 28, 2018 in Myrtle Beach, SC. I examined all credit union statements, deposit documents, receipts, budget documents, and the check register.

I performed the procedures enumerated below in evaluating the cash receipts and disbursements. The audit encompassed the period July 1, 2017 through June 30, 2018 based on the records presented for the audit.

REVENUE:

Income records were verified against deposit records and no exceptions were found. The deposit amounts on the credit union statements were verified by examining the received checks and other backup material in file. The treasurer was careful to use the “Item Number” as a means to account for all received checks.

EXPENSES


Expense records were verified against the credit union statements by examining the back-up records in file. No exceptions were noted. All disbursements were by check. There was no indication that a petty cash fund was used to pay expenses. All disbursements were authorized by the budget.

My examination was made in accordance with standard (non-GAAP) auditing procedures. The column *ACTUAL 2018* on the enclosed statement *2018 FEDERATION CONFERENCE DATA* is an accurate listing of the financial transactions of the South Carolina 2018 NARFE Convention for the period July 1, 2017 through June 30, 2018.

All records and substantiating documents were found in excellent condition. The treasurer, Joseph Arsenault, is to be commended for his attention to detail.

Please feel free to contact me if you have questions.

Respectfully submitted,



Raymond Jensen

2018 Federation Convention Data

REVENUE	Budget 2018	Actual 2018
Carryover from previous Conference	\$500.00	\$504.14
Registration fees - 80 @ \$75/86	\$6,000.00	\$6,450.00
Registration fees - 3 @ \$85/5	\$255.00	\$425.00
Interest	\$15.00	\$0.00
Earned income (2 rooms)	\$208.00	\$212.39
A-V - reimb from SC Fed	\$1,500.00	\$1,858.52
SC Federation (B Sido visit from national)	\$0.00	\$75.00
SC Federation Other (1/2 Harpist)	\$125.00	\$125.00
Sponsor 1 @ \$1,000	\$1,000.00	\$0.00
Sponsors 0 @ \$675 (3)	\$0.00	\$2,025.00
Sponsors 2 @ \$400 (4)	\$800.00	\$1,600.00
Exhibitors - 6 @ \$275 (1)	\$1,650.00	\$275.00
Advertisers - 2 @ \$200 (1)	\$400.00	\$200.00
Advertisers - 3 @ \$100 (0)	\$300.00	\$0.00
Advertisers - 4 @ \$75 (0)	\$300.00	\$0.00
Discounted full page - 6 @ \$100 (5)	\$600.00	\$500.00
Discounted half page - 3 @ \$50 (3)	\$150.00	\$150.00
Discounted quarter page - 6 @ \$25 (4)	\$100.00	\$100.00
TOTAL ESTIMATED REVENUE	\$13,403.00	\$14,500.05
EXPENSES		
Catering	\$6,300.00	\$7,835.38
Cash Bar	\$290.00	\$156.60
Banner hanging	\$50.00	\$0.00
Audio/Visual	\$1,500.00	\$1,858.52
Exhibit tables -- 8 @ \$30.00 (Excludes 3 for our use) Actual \$65.00/table + tax	\$240.00	\$561.60
Coffee break	\$0.00	\$519.02
Supplies/Registraton	\$150.00	\$0.00
Program printing \$465.36 actual in 2018	\$400.00	\$500.00
Honorarium - Honor Guard	\$50.00	\$50.00
Honorarium - Harpist 1/2 fee from fed	\$250.00	\$125.00
Copying	\$100.00	\$0.00
Postage	\$0.00	\$10.00
Refunds 2 estimated/1 actual	\$150.00	\$75.00
Miscellaneous	\$100.00	\$0.00
Return \$500.00 to 2019 Conf Chkg Acct	\$500.00	\$500.00
TOTAL ESTIMATED EXPENSES	\$10,080.00	\$11,691.12
 FUND BALANCE	 \$3,323.00	 \$2,808.93