

# Report of the Financial Review of the Robert E Lee Park Nature Council

June, 2012

Between June 11<sup>th</sup> and June 13<sup>th</sup>, Roger McMacken, Elise Butler, and Larry Zeafla spent several hours reviewing the financial records for the year beginning June 1, 2011 for Robert E Lee Park Nature Council. In general, we were very impressed with the level of detail available. The organization and level of detail readily available using the QuickBooks accounting software was impressive. The treasurer (Jeffery Budnitz) has done an excellent job of capturing and managing not only the financial details but also associated information that can be helpful to the Council.

In reviewing the data, we were unable to find any errors or other inappropriate details. We are convinced that the data accurately and properly represented the financial condition of RELPNC. Random samples of the expenses submitted for reimbursement and the associated canceled checks were reviewed in some detail. A significant percentage of all reimbursements were reviewed. A limited number of Paw Point applications were reviewed. Paw Point applications are all extremely similar which justified a much smaller sample size.

As this is the first operational year of RELPNC, no tax filings have yet occurred.

One observation is that the number of Paw Point applications and payments processed by hand is impressively large. To some extent, this is an unfair burden on a limited number of volunteers. We recommend that RELPNC implement on-line membership application and renewal capability to reduce volunteer work load.

Respectively submitted,

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Larry Zeafla

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Roger McMacken

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Elise Butler