

MEMO FOR RECORD

Aug 16, 2004

AFGE LOCAL 2040 AUDIT FOR CY 2003

An Audit of AFGE local 2040 financial records was conducted July 28, 2004, by Marian Wells (Trustee), Kelvin L. Booker (Trustee), and Robert Turra (Member). After careful review of all Documents to include checking accounts, savings accounts, and investment certificates, we were able to certify that all transactions and expenditures were appropriate and authorized. We did note that there were several records of the E-board and Membership minutes that were missing and unable to be reconciled.

Suggestion: The secretary needs to keep better notes of said meetings and always have them available for the E-board membership to review.



Kelvin L. Booker

Audit Chairperson

AFGE Local 2040 Trustee

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

ANNUAL AUDIT CERTIFICATION

Date prepared 07/28/2004

1. AFGE Local or Council No. 2040. The fiscal year covered by the attached LM-2, LM-3 or LM-4, and annual budget is from Jan 1, 2003 to Dec 31, 2003.

2. Name(s) and address(es) of all banks or credit unions in which the Local or Council has checking accounts, and the number of each account (list each account separately.); (Attach a separate sheet if additional space is needed)

U.S. Bank # 1205 0250 9454
P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3. Name(s) and address(es) of all banks, savings institutions, or credit unions in which the Local or Council has savings accounts, and the number of each account (list each account separately), as well as the amount and number of every certificate of deposit or other financial/investment instrument. (Attach a separate sheet if additional space is needed)

Space Age Credit Union account # 19178
L 55,954.97
15,812.56

4. Current number of members (as of the close of the fiscal year): 290

5. Total monies handled during the past fiscal year (total of all cash balances at the beginning of the fiscal year, including checking and savings accounts balances, and investments, plus all monies received during the fiscal year): \$ 122,357.00

6. Amount of bond carried by the Local or Council: \$ 17,500.00

7. The undersigned members of the Audit Committee of AFGE Local or Council 2040 (or accountant of an auditing firm if employed to complete this audit) hereby certify that they have reconciled the balances in all checking and savings accounts with the Local or Council records and have verified that the expenditures of the Local or Council conformed with the approved annual budget. They also certify that they have verified that the minutes of Local or Council meetings provide authorization for ALL expenditures not contained in the approved annual budget.

8. The undersigned members of the Audit Committee of AFGE Local or Council 2040 (or accountant of an auditing firm if employed to complete this audit) hereby certify that they have examined the books of the Local or Council, for the period shown above and on the attached LM-2, LM-3 or LM-4 and annual budget, and have satisfied themselves that financial and other information contained therein is true and correct to the best of their ability.

Kevin L. Boone
Marian Wells
Robert A. P...

If prepared by accountants outside of the Local or Council, they should so identify themselves, provide a telephone number for contact purposes, and certify that they are the persons involved in the auditing of the books of the Local or Council.

This form must be accompanied by a LM-2, LM-3 or LM-4, and an annual budget and be submitted to the National Secretary-Treasurer within 90 days of the close of the fiscal year.

PROVIDE ONE COPY TO NATIONAL SECRETARY-TREASURER, ONE COPY TO NATIONAL VICE PRESIDENT,
AND ONE COPY TO LOCAL OR COUNCIL FILE.

