

# AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

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

## ANNUAL AUDIT CERTIFICATION

Date prepared 12, 20, 2003

1. AFGE Local or Council No. 171. The fiscal year covered by the attached LM-2 or LM-3, and annual budget is from JAN 2002 to 31 DEC 2002.

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)

US BANK ACCT # 103658087856  
PO BOX 1800  
ST PAUL, MD. 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)

N/A Per Mark McDonald

4. Current number of members (as of the close of the fiscal year): 2510

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): \$ 22,178.22

6. Amount of bond carried by the Local or Council: \$ 5,000.00

7. The undersigned members of the Audit Committee of AFGE Local or Council \_\_\_\_\_ (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 171 (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 or LM-3 and annual budget, and have satisfied themselves that financial and other information contained therein is true and correct to the best of their ability.

Michael Higgins  
303-676-4951 ACCOUNTANT

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 or LM-3, and an annual budget and be submitted to the National Secretary-Treasurer within 90 days of the close of the fiscal year.

WHITE COPY TO NATIONAL SECRETARY-TREASURER, YELLOW COPY TO NATIONAL VICE PRESIDENT, AND PINK COPY TO LOCAL OR COUNCIL FILE



# AUDIT FINDINGS AND CERTIFICATION

Regarding financial records from June 1, 2002 thru Dec 31, 2002 pertaining to  
American Federation of Government Employees, Council 171

1. All expenditures were validated on Form LM-3.
2. Validated income and expenses on IRS form 990.
3. Reconciled Bank Statements to General Ledger.
4. Reviewed all checks for two signatures.
5. Validated adequacy of bond amount in accordance with Constitution/By-Laws.
6. Reviewed budget and actual expenditures.
7. Reviewed executive board approvals of financial changes to budgetary items.
8. Completed Annual Audit Certification (Form 41).
9. Conducted a random review of vouchers vs. checks.

## FINDINGS

1. Did not have access to meeting minutes for membership approval of budget or Executive Board decisions.
2. Two checks had only one signature.
3. We were unable to conduct an inventory of Assets which Mr. Mark McDonald advised consists of a computer which was bought in Dec 2002 and is located in his home.

Certification is contained on Annual Audit Certification Form 41.



Michael Higgins

Accountant

303-676-4951