

Budget and Finance Committee

Report of Chapter Finances and Recommendations

Through November 30, 2008

The Budget and Finance Committee has been charged with reviewing the Chapter financial statements, including the budgetary comparisons, and offering observations and recommendations to the Chapter Executive Committee (CEC) for consideration. We have completed our review for the period July 1, 2008 to November 30, 2008, and our observations and suggestions are outlined below. In addition, we are attaching the financial statements at and for the period ended November 30, 2008, and the Summary of Events for the period ended November 30, 2008, for CEC consideration.

Overall Financial and Budget Status:

Financial Condition - The cash, equity and overall financial condition appear to be in good shape.

Budget - The approved budget deficit for the fiscal year was \$5,521. At November 30, 2008, there is a \$5,205 budget surplus. Therefore, the Chapter is doing better than expected at this point in the fiscal year. However, there are significant expenses and several events scheduled for deficits for the seven months remaining.

Profit and Loss - The Chapter Statement of Profit and Loss shows an operating loss of \$316 to date, including all of the cost of the audio conferences.

Recommendation:

The Chapter is doing well so far, with most of the significant scheduled events for the year completed except The Conference That Counts (TCTC). However, we recommend continued monitoring of the Chapter finances, particularly the results of TCTC (projected net income \$9,000). If necessary, we can reduce spending in a number of program areas to adjust the budget as we complete Chapter fiscal year (see below).

Areas of Interest for Events, Other Revenues and Expenses:

Events - Completed events are \$2,407 below net income projections (Education \$(2,288); Other \$(119)). Program Revenues are well below projected, primarily due to the lower than projected Program Revenues for the Fraud Conference (\$23,000 vs \$33,000).

Other Revenues - Sponsor income is well above projected (\$4,225 vs \$1,400). One area of concern is interest income (Budget & Finance). It was budgeted for \$450 and has \$11 in actual income to date. However, these revenue sources are not significant to the overall Chapter finances.

Expenses - We have unexpectedly exceeded the estimate for only the printing budget (\$1,450 vs. \$1,721). However, we have several significant items where we are not planning to use the entire amount budgeted (Cosponsor share over \$4,000; Food \$6,000; PDC over \$2,000; and Web Site \$4,000). So there isn't significant concern at this time.

Respectfully submitted by the Chapter Budget and Finance Committee

Kirk Schanzenbach, Chairman, CPA, CFE,

Scott Ray, Treasurer

Suzanne Trzcinski, Committee Member

Cheryl Almonte, Director

LeRoy Mitchell, Ph. D., CPA, CGFM

Notes:

- The Prepaid Expense of \$250 is the deposit for the Holiday Luncheon.
- The Accounts Payable of \$19,875 is all related to the Fraud Conference. Some of it relates to estimated unpaid bills for the conference and the rest (\$4,820) is the amount that we owe to the two other participating organizations for their estimated share of net income.
- The Unearned Income of \$305 is prepaid fees to attend the January and April sessions of the Government Finance Series.
- Grants income (\$1,923) includes \$292 estimated income from the other participating organizations in the Certification Panel and \$1,631 is income (Accounts Receivable at this point) from OSC and DOT for their share (1/2) of the Audio Conferences at their locations.
- The Sponsor income (\$4,225) is \$3,500 from KPMG and \$725 from various people for the Golf Outing, both received.

**AGA New York Capital Chapter
Balance Sheet
As of November 30, 2008**

ASSETS

Current Assets

Checking/Savings

Citizens Bank \$19,795.35

First Niagara Checking 27,375.95

Total Checking/Savings \$47,171.30

Accounts Receivable \$4,243.88

Other Current Assets

Prepaid Expense \$250.00

TCTC Seed 3,000.00

Undeposited Funds 150.00

Total Other Current Assets \$3,400.00

TOTAL ASSETS **\$54,815.18**

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable \$19,875.00

Unearned Income 305.00

Total Current Liabilities \$20,180.00

Total Liabilities \$20,180.00

Equity

Fund Balance \$34,951.26

Net Income -316.08

Total Equity **\$34,635.18**

TOTAL LIABILITIES & EQUITY **\$54,815.18**

**AGA New York Capital Chapter
Accounts Receivable Balances
November 30, 2008**

Association of Certified Fraud Examiners	\$73.00 Cert. Panel
Division of Parole	50.00 Gov. Fin. Series
DOT	635.00 Audio Conf.
EOG Resources	600.00 Fraud Conf
Health	40.00
IIA	73.00 Cert. Panel
ISACA	73.00 Cert. Panel
Labor	1,345.00 (1)
Mike Abbott	30.00
Misc	10.00
NYS Teachers Retirement System	225.00 Fraud Conf.
NYSCPA	73.00 Cert. Panel
OSC	996.00 Audio Conf.
TCTC	<u>20.88</u>
TOTAL	<u><u>\$4,243.88</u></u>

(1) Fraud Conference - \$1,225.00; Gov. Fin. Series - \$120.00

**AGA New York Capital Chapter
Statement of Profit and Loss
July 1, 2008 through November 30, 2008**

INCOME	
Bank Interest	\$11.34
Other Revenue	
Grants	\$1,923.00
Raffle Collection	<u>360.00</u>
Total Other Revenue	\$2,283.00
Program Revenue	\$27,270.00
Sponsorship Income	<u>\$4,225.00</u>
Total Income	\$33,789.34
EXPENSE	
Awards	\$154.00
Bank Fees	58.73
CC Transaction Fees	709.82
Cosponsor Share	4,820.00
CPE Renewal Fees	250.00
Donations	2,073.17
Facilities	1,967.75
Food	11,432.48
Gifts	60.00
Golf Fees	1,812.96
Membership	200.00
Miscellaneous	140.00
PDC	369.19
Postage	267.57
Printing	1,721.04
Speaker	6,662.00
Supplies	1,379.71
Website	<u>27.00</u>
Total Expense	<u>\$34,105.42</u>
Net Income	<u><u>\$-316.08</u></u>

**AGA New York Capital Chapter
Budget Vs Actual
July 1, 2008 through November 30, 2008**

	Actual	Budget	\$ Over/Under Budget	% of Budget
<u>Income</u>				
Bank Interest	\$11.34	\$475.00	\$-463.66	2.39%
Other Revenue	\$2,283.00	\$5,431.00	\$-3,148.00	42.00%
Program Revenue	\$27,270.00	\$53,585.00	\$-26,315.00	50.89%
Sponsorship Revenue	\$4,225.00	\$1,400.00	\$2,825.00	301.79%
TCTC Revenue	\$0.00	\$33,000.00	\$-33,000.00	0.0%
Total Income	\$33,789.34	\$93,891.00	\$-60,101.66	35.99%
<u>Expense</u>				
Audit Fees	\$0.00	\$500.00	\$-500.00	0.00%
Awards	\$154.00	\$1,350.00	\$-1,196.00	11.41%
Bank Fees	\$58.73	\$0.00	\$58.73	100.00%
CC Trans Fees	\$709.82	\$950.00	\$-240.18	74.72%
Chapter Development	\$0.00	\$900.00	\$-900.00	0.00%
Cosponsor Share	\$4,820.00	\$9,140.00	\$-4,320.00	52.74%
CPE Renewal Fees	\$250.00	\$250.00	\$0.00	100.00%
Donations	\$2,073.17	\$2,750.00	\$-676.83	75.39%
Facilities	\$1,967.75	\$3,150.00	\$-1,182.25	62.47%
Food	\$11,432.48	\$26,325.00	\$14,892.52	43.43%
Gifts	\$60.00	\$950.00	\$-890.00	6.32%
Golf Fees	\$1,812.96	\$0.00	\$1812.96	100.00%
Membership	\$200.00	\$0.00	\$200.00	100.00%
Miscellaneous	\$140.00	\$600.00	\$-460.00	23.33%
Parking	\$0.00	\$50.00	\$-50.00	0.00%
PDC Conference	\$369.19	\$4,700.00	\$-4,330.81	7.86%
Postage	\$267.57	\$910.00	\$-642.43	29.40%
Printing	\$1,721.04	\$1,450.00	\$271.04	118.69%
Prizes	\$0.00	\$550.00	\$-550.00	0.00%
Speakers	\$6,662.00	\$11,362.00	\$-4,700.00	58.63%
Supplies	\$1,379.71	\$3,525.00	\$-2,145.29	39.14%
TCTC	\$0.00	\$24,000.00	\$-24,000.00	0.00%
Website	\$27.00	\$6,000.00	\$-5,973.00	0.45%
Total Expense	\$34,105.42	\$99,412.00	\$-65,306.58	34.31%
Net Income	\$-316.08	\$-5,521.00	\$5,204.92	5.73%

AGA New York Capital Chapter Summary of Events and Programs 2008-2009 Program Year

Events

<u>Date</u>	<u>Event</u>	<u>Revenues</u>	<u>Expenses</u>	<u>P/(L)</u>	<u>Budget</u>	<u>Variance</u>
<u>Education Events</u>						
2008-09	Audio Conferences	\$1,631.00	\$ 3,262.00	\$(1,631.00)	\$(1,631.00)	\$0.00
2008-09	Government Finance Series	\$1,465.00	\$ 847.05	\$617.95	\$810.00	\$(192.05)
11/2008	Fraud Seminar	\$ 23,360.00	\$20,886.50	\$2,473.50	\$ 4,570.00	\$(2,096.50)
2008-09	CPA Education Day	\$0.00	\$0.00	\$0.00	\$1,250.00	\$(1,250.00)
2008-09	Panel Discussion	\$0.00	\$0.00	\$0.00	\$100.00	\$(100.00)
2008-09	Investments	\$0.00	\$0.00	\$0.00	\$450.00	\$(450.00)
Totals Education – Completed Events		\$26,456.00	\$24,995.55	\$1,460.45	\$3,749.00	\$(2,288.55)
Totals Education – All Events		\$26,456.00	\$24,995.55	\$1,460.45	\$5,549.00	\$(4,088.55)
<u>Other Events</u>						
09/2008	Kick Off Event	\$80.00	\$200.00	\$(120.00)	\$(120.00)	\$0.00
09/2008	Golf Outing	\$3,450.00	\$3,718.76	\$(268.76)	\$(150.00)	\$(118.76)
10/2008	Certification Panel	\$292.00	\$364.85	\$(72.85)	\$(72.85)	\$0.00
12/2008	Holiday Lunch	\$0.00	\$0.00	\$0.00	\$(875.00)	\$875.00
03/2009	TCTC	\$0.00	\$0.00	\$0.00	\$9,000.00	\$(9,000.00)
06/2009	Appreciation Luncheon	\$0.00	\$33.06	\$(33.06)	\$(2,400.00)	\$2,366.94
Totals Other – Completed Events		\$3,822.00	\$4,283.61	\$(461.61)	\$(342.85)	\$(118.76)
Totals Other – All Events		\$3,822.00	\$4,316.67	\$(494.67)	\$5,382.15	\$(5,876.82)
Grand Totals – Completed Events		\$ 30,278.00	\$ 29,279.16	\$ 998.84	\$ 3,406.15	\$(2,407.31)
Grand Totals – All Events		\$ 30,278.00	\$ 29,312.22	\$965.78	\$10,931.15	\$(9,965.37)

Program Areas

<u>Program Area</u>	<u>Revenues</u>	<u>% Budget</u>	<u>Expenses</u>	<u>% Budget</u>	<u>P/(L)</u>	<u>Net Budget</u>	<u>Variance</u>
Budget and Finance	\$11.34	2.4 %	\$889.95	74.2 %	\$(878.61)	\$(725.00)	\$(153.61)
Certification	\$0.00	100.0 %	\$410.25	.5 %	\$(410.25)	\$147.85	\$(558.10)
Communication	\$0.00	100.0 %	\$22.98	.3 %	\$(22.98)	\$(6,700.00)	\$6,677.02
Community Serv. (Other)	\$0.00	0.0 %	\$233.88	15.1 %	\$(233.88)	\$(1,050.00)	\$816.12
Education (Other)	\$0.00	0.0 %	\$0.00	0 %	\$0.00)	\$0.00	\$0.00
Governance	\$0.00	100.0 %	\$871.49	45.3 %	\$(871.49)	\$(1,925.00)	\$1,053.51
Marketing	\$3,500.00	250.0 %	\$1,484.86	110.0 %	\$2,015.14	\$50.00	\$1,965.14
Membership (Other)	\$0.00	0.0 %	\$152.43	6.6 %	\$(152.43)	\$(1,550.00)	\$1,397.57
National Conferences	\$0.00	100.0 %	\$687.36	14.6 %	\$(687.36)	\$(4,700.00)	\$4,012.64
Unclassified	\$0.00	100.0%	\$40.00	0.0%	\$(40.00)	\$0.00	\$(40.00)
Total All Programs	\$3,511.34	28.4 %	\$4,793.20	16.6 %	\$(1,281.86)	\$(16,452.15)	\$15,170.29
Grand Totals	\$33,789.34	36.0 %	\$34,105.42	34.3 %	\$(316.08)	\$(5,521.00)	\$5,204.92