



Porter Federation of Nurses & Health Professionals
P.O. Box 584
Middlebury, VT 05753

AFT Local #: 05753

INTERNAL AUDIT COMMITTEE AUDIT REPORT COVER SHEET

Local Name: Porter Federation of Nurses & Health Professionals

State: Vermont

Fiscal Year End Date: 06/30

Period Covered: Beginning Date: July 1, 2017 End Date: June 30, 2018

Number of Members: 110

Submitted By: Jerilyn Landgson Title: PFNHP Audit Committee Chair

Porter Nurses, Stronger Together!



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Middlebury, VT 05753

We, a committee of Porter Federation of Nurses & Health Professionals members, have examined the financial records of Porter Federation of Nurses & Health Professionals (PFNHP) for the period of July 1st, 2017, through June 30th, 2018, and found them to be in good order.

The PFNHP Treasurer has followed the "AFT VT Financial Policies & Procedures Guidelines" for internal controls, which the committee finds to be complete and satisfactory. The committee recommends continued use of the guidelines, until such time as the Treasurer may choose to adopt simplified guidelines specific to the PFNHP local.

All recommendations from the previous year were addressed. We reiterate the recommendation to present the current CD ledger as part of the financial report for at each monthly EC meeting.

For future financial audits, we request the all signature cards be copied and stored with bank statements should signers change during the period.

As of June 30, 2018, total available assets for PFNHP were \$57,468.19. It is the recommendation of the audit committee that the Treasurer, having chosen the "AFT VT Financial Policies & Procedures Guidelines" for internal controls, abide by the "Investments" section of those guidelines when making recommendations to the Executive Council to invest the surplus

Based on our examination, we consider the attached financial statements for the period of July 1st, 2017, through June 30th, 2018, to be an accurate summary of transactions conducted during that period.

Sincerely,

Jerilyn Langsdon, RN, PFNHP Audit Committee Chair

Deb Hawkins, RN, PFNHP Audit Committee

Linda Savalli, RN, PFNHP President

Porter Nurses, Stronger Together!