



2022 Annual Report
Withlacoochee Chapter
Financial Review

Review Date 19 March 2022

Review Committee; Chairman John T. Hellem, James Peyton, Thomas Bowen

Note: The Chapter financial records are being recorded and maintained digitally on the Quicken Finance Program. The Quicken program was used by the previous treasurer.

Incomes: Chapter Dues, Happy Dollars, and Donations: **Expenses:** Office Expense (Stamps, Stationary, and Computer Programs. Etc.), Award Monies, Medals and Presentations, Veterans Program, Committee Support, Meeting Space Rent, Incidentals.

1. The bank statements from 1 January 2021 through December 31, 2021 were reviewed and the January beginning balance and the December ending balance were compared and the deference was -\$71.42. **Result:** The Incomes and the Expenses are very close to equal. There is a sufficient balance in the banking account to absorb any differences. Observation: the annual income and expenses are in balance.

2. The deposit receipts. **Results:** The deposits to the Chapter account are made and recorded in a timely manner. The income is sufficient to maintain a high enough account balance to pay expenses when due. A \$40.00 petty cash fund is maintained.

3. Match Quicken accounting to Bank Statements. **Results:** Although the dates are different; all the deposits and expense receipts match up.

4. The General and EBM monthly accounting statements. **Results:** Thought not matching the Bank accounting deposits and expenses receipts exactly; they match the Quicken program.

5. Treasurer's file; **Results:** The annual review to the FLSSAR is digitally filed in Quicken, the Federal Tax return is physically and digitally filed, the annual dues is part of the FLSSAR report, the membership monthly summaries' are digitally and physically filed, the expenses receipts are digitally and physically filed, and all incomes, dues, donations, and happy dollars are filed digitally and physically.

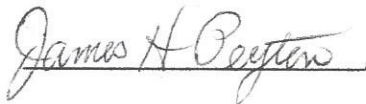
Results: The Financial Review Committee has performed a financial review of the Withlacoochee Chapter of the FLSSAR finances and finding that the Withlacoochee Chapter's finances for the year 2021 are satisfactory.

The committee recommends that going forward the Chapter's financial data be maintained with a digital finance program similar to and compatible with Quicken and it becomes a cost of doing business.

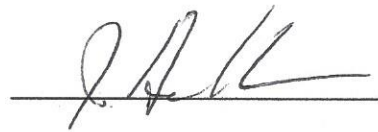
The committee recommends that all digitally collected data (bank statements, expense receipts, Quicken files, etc.) be backed up on a flash drive or a similar system monthly and at the end of the fiscal year on the December 31 and these backup drives be saved by the active Treasurer; the Treasurer will keep the annual reviews on file.

(Absent the review)

Committeeman: Tom Bowen



Committeeman: James Peyton



Chairman: Tom Hellem

Withlacoochee Chapter Financial Review

Review Date Mar 19, 2022

Collect bank statements from 1 January 2021 through December 31, 2021 JA, Note: 1/1/21 Bal 8305.76

21% Que
Collect deposit receipts, sort in order of date JA, note: 1/17 MON 834.44

Collect monthly accounting statements in order of date JA, note: 12/31 8239.34

Match accounting deposits and expenses receipts the bank statements JA, note:

Match monthly summary to bank statements JA, note: OK

Q18 Treasurer's file; annual review, tax return, annual dues, monthly summaries, expenses, donations, and any

FLSSAR Reports JA, note: Ann

The Financial Review Committee has performed a financial review of the Withlacoochee Chapter of the FLSSAR finances.

Results:

I year and back? Petty Cash \$40.00

Committeeman: Tom Bowen

Committeeman: James Payton

JA
Chairman: Tom Hellem

Note: Treasure will keep this report on file

Withlacoochee Chapter Financial Review

Review Date March 19 2022

Collect bank statements from 1 January 2021 through December 31, 2021 JHP, Note: _____

All digitally made available for review

Collect deposit receipts, sort in order of date JHP, note: Deposit shown as "Splits" itemized as cash, meals, etc. when spent

Collect monthly accounting statements in order of date JHP, note: #40 Petty cash

Match accounting deposits and expenses receipts the bank statements JHP, note: _____

Match monthly summary to bank statements JHP, note: _____

Treasurer's file; annual review, tax return, annual dues, monthly summaries', expenses, donations, and any

FLSSAR Reports _____, note: Virtual Form 990 N Federal Filing 2/24/22 for tax year 2020

The Financial Review Committee has performed a financial review of the Withlacoochee Chapter of the FLSSAR finances.

Results:

All accounting for review on Quicken. Richard doing a great job as Treasurer. Suggest all Bank Statements, Quicken files, Excel files be also saved on a USB Flash Drive. Labeled as Property of S.A.R. and then available to our Local Chapter if ever needed.

James H. Peyton

Committeeman: Tom Bowen

Committeeman: James Peyton

Chairman: Tom Hellem

Note: Treasure will keep this report on file