

President Tim Countryman Hank Albertelli and I to conduct a review the Financial records of MHBVO.

The following are the results of the review that was conducted for the period June 1 2012 through May 31, 2019.

The bank accounts had a \$0 balance as of June 1, 2012 and we were unable to determine the source of the \$5,055 that were used to open the accounts.

During the period of review we selected two months from each fiscal year. For these two months every transaction was reviewed. Significant disbursements and receipts for other months were also reviewed.

Overview

The Hudson Valley Board of Volleyball Officials is a tax exempt organization which is organized to provide volleyball referees to the high schools in the counties of Orange, Dutchess, Ulster and Putnam counties and colleges in New York. The organization is responsible for training and certifying officials under the guidelines provided by the New York State Public High School Athletic Association, the Professional Association of Volleyball Officials and the NCAA.

The primary source of funds for MHBVO are dues paid by the volleyball officials.

The most significant expenses are dues paid to the NYAPHSAA and PAVO and the other costs associated with the training of officials.

Vince Bitonte was the Secretary Treasurer for the entire period. Records are maintained and receipts are kept in separate envelopes for each year. Excel spreadsheets are used to list each receipt and disbursement.

Conclusion

The disbursements were reviewed for the two months of each year. We found that every disbursement was supported by a receipt for the seven year period. For the majority of items the description and business purpose was written on the receipt or on the excel sheet. Exceptions are noted below.

A 990N tax return was filed for each period as required to maintain the organization's tax exempt status.

Year Ending May 31, 2013

No spreadsheet was provided. All expenses were properly recorded and descriptions were provided.

Year Ending May 31, 2014

All expenses were properly recorded and described.

Year Ending May 31, 2015

All expenses were properly recorded and described.

Coupons were used to purchase office supplies from Staples. Although not significant, the source of these coupons is not known. There is no accounting for the amount of coupons earned for purchase volume.

Year Ending May 31, 2016

Expenses were properly recorded and described for the most part.

There is a Doubletree Hotel receipt for Tim Countryman of \$555.20 that was partially reimbursed with check number 175 for \$128.80. The remaining balance of \$426.40 was not found to be reimbursed. The nature of the expense was not listed.

Year Ending May 31, 2017

Expenses were properly recorded and described for the most part.

There is an \$83.04 receipt on March 17th for Hank Baldrin. No reimbursement was found.

There is a receipt for Countryman Realty website that is undescribed.

Year Ending May 31, 2018

Expenses were properly recorded and described for the most part.

Check number 216 was written for \$500 while the receipt is for \$400

The receipt for the Hotel Thayer has no description. It appears to be related to the PAVO conference.

The monthly website security fee of \$39.99 is unsupported by a receipt or agreement.

Year Ending May 31, 2019

All expenses were properly recorded and described for the most part.

There was a PAVO conference in July of 2018. Walk in attendees paid cash for the admission. There was no list of attendees to show who paid in advance and who paid cash or check on the day of the conference.

There is a gift card purchase from Adams on 7/20/18 for which no purpose is given.

RECCOMENDATIONS

1. There should be someone to assist the treasurer
2. Schedule a review at the end of each fiscal year
3. Financial Statements should be prepared for each period and year. These statements should summarize receipts and disbursements.
4. Expense reimbursements should be documented more clearly. A listing of expenses should be maintained and attached to a voucher (or similar document) in order to make it easier to determine which expenses are being reimbursed on each check.
5. During the period of review transactions were very well documented. However receipts, especially cash should be more accurately documented, in order to eliminate any issues when financial records are reviewed. Pre-numbered receipts should be given to everyone who pays cash.
6. Filing receipts in a binder would assist in future reviews.