

AFT Local# 477



**INTERNAL AUDIT COMMITTEE  
AUDIT REPORT COVER SHEET**

Local Name: Union of Part-time Faculty

State: Michigan

Fiscal Year End Date (mm/dd) 06/30  
(i.e. 6/30; 8/30, 9/30, 12/31)

Period covered: Beginning Date: 07/01/14 End Date: 06/30/15

Number of Members \_\_\_\_\_

SUBMITTED BY: Karin Tarpenning TITLE Treasurer  
(PLEASE PRINT)



UNION OF PART-TIME FACULTY (UPTF) Local 477 at Wayne State University  
AFT/AFL-CIO

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Dr. Loretta Johnson, Secretary-Treasurer  
American Federation of Teachers  
555 New Jersey Ave. NW  
Washington D.C. 20001

Dear Secretary-Treasurer Johnson:

Please find attached the Financial Review for the Union of Part-time Faculty, AFT Local 477 for the fiscal year ending June 30, 2015. The Financial Review will be presented to the Membership at the Fall, 2016 meeting. The financial review has been published and is available to our members.

Sincerely,

Susan Titus, President  
UPTF

April 30, 2016

We have examined the financial records of the Union of Part Time Faculty-American Federation of Teachers Local 477 for the period July 1, 2014 to June 30, 2015, and found them to be in good order except for the items noted below. This examination was performed by a committee of members of Local 477 and was not conducted in accordance with generally accepted accounting principles.

During the course of our examination we discovered that there were no minutes of the Executive Committee. Minutes provide a record of the official actions taken by the Local, and the lack of such minutes impacts the quality of internal control within the Local. We understand that in the current fiscal year minutes of the Executive Committee are being taken and retained.

The second item noted in our examination was that one of the officers of the Local was providing business services to the Local. Also the service provided appeared to be part of the Officer's duties.

There was no official action of the Executive Committee authorizing the arrangement between the Local and the Officer's business due to the lack of Executive Committee minutes. At a minimum there needs to be a written contract in place.

The last item noted in our examination was the fact that in many cases the check authorization form was completed and signed by the check payee. The authorizer should be a person who is not the recipient of the check nor the requestor.

**UPTF, AFT Local 477, AFL-CIO**  
**Financial Review Committee, FY 2015**

Authentisign  
*Roger Short*  
5/24/2016 1:28:20 PM EDT  
Roger Short, Chair

Authentisign  
*Teri Wertman*  
5/24/2016 11:50:57 AM EDT  
Teri Wertman

Authentisign  
*ml wenzel*  
5/24/2016 11:14:19 PM EDT  
Mark Wenzel

Authentisign  
*Cedric Knott*  
5/24/2016 11:03:26 PM EDT  
Cedric Knott

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04/15/16

Accrual Basis

**UPTF-AFT Local 477**  
**Balance Sheet**  
As of June 30, 2015

	<u>Jun 30, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase Checking Account	13,422.68
Chase Saving Account	54,535.81
<b>Total Checking/Savings</b>	<u>67,958.49</u>
<b>Accounts Receivable</b>	
1100 · Accounts Receivable	
1110 · Membership Dues Receivable	13,452.00
1100 · Accounts Receivable - Other	1,068.00
<b>Total 1100 · Accounts Receivable</b>	<u>14,520.00</u>
<b>Total Accounts Receivable</b>	14,520.00
<b>Other Current Assets</b>	
1230 · Undeposited Funds	352.69
<b>Total Other Current Assets</b>	<u>352.69</u>
<b>Total Current Assets</b>	82,831.18
<b>Fixed Assets</b>	
<b>2000 · Assets</b>	
2010 · Furniture and Equipment	2,224.06
2020 · Accumulated Depreciation	-1,613.00
<b>Total 2000 · Assets</b>	<u>611.06</u>
<b>Total Fixed Assets</b>	<u>611.06</u>
<b>TOTAL ASSETS</b>	<b><u><u>83,442.24</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2800 · Accounts Payable	41,922.68
<b>Total Accounts Payable</b>	<u>41,922.68</u>
<b>Total Current Liabilities</b>	<u>41,922.68</u>
<b>Total Liabilities</b>	41,922.68
<b>Equity</b>	
2600 · Unrestricted Net Assets	51,776.80
Net Income	-10,257.24
<b>Total Equity</b>	<u>41,519.56</u>

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Accrual Basis

**UPTF-AFT Local 477**

**Balance Sheet**

As of June 30, 2015

	<u>Jun 30, 15</u>
TOTAL LIABILITIES & EQUITY	<u><u>83,442.24</u></u>

**UPTF-AFT Local 477**  
**Profit & Loss Prev Year Comparison**  
 July 2014 through June 2015

	Jul '14 - Jun 15
<b>Income</b>	
<b>4000 · Income</b>	
4010 · WSU Membership Dues	129,308.32
4020 · Agency Fees	42,003.07
4030 · Bank Interest	22.00
4050 · Other Revenue, Please Specify	66.96
<b>Total 4000 · Income</b>	171,400.35
<b>Total Income</b>	171,400.35
<b>Expense</b>	
<b>5000 · Office Expenses</b>	
5010 · Occupancy Overhead	3,504.00
5020 · Telephone, Office	288.15
5050 · Supplies	817.83
5080 · Business Fees, Bank Charges	189.15
5085 · Reconciliation Discrepancies	0.01
5095 · IT Expense	219.48
<b>Total 5000 · Office Expenses</b>	5,018.62
<b>5100 · Contract Services</b>	
5110 · Audit Fees	4,950.00
5120 · Legal Fees	0.00
5130 · Bookkeeping Fees	4,228.26
5140 · Other Contract Services	2,100.00
<b>Total 5100 · Contract Services</b>	11,278.26
<b>5200 · Officer and Organizer Perks</b>	
5240 · Employee Cell Phone - RR	100.00
<b>Total 5200 · Officer and Organizer Perks</b>	100.00
<b>5300 · Personnel</b>	
5320 · Office Administrator-KT	3,155.74
<b>5360 · Joint GEOC &amp; UPTF Project</b>	
5361 · Grievance Officer-TA	4,833.36
5362 · Organizing Manager-MC	32,160.90
5363 · Temp Office Administration-NG	2,850.00
5364 · Organizers	22,874.38
5365 · Membership Database Manager-NS	5,986.50
<b>Total 5360 · Joint GEOC &amp; UPTF Project</b>	68,705.14
<b>5380 · Full time Organizer - RR, BP</b>	
5381 · Compensation for Organizers	9,043.25
5382 · FICA/Taxes for Organizer	809.89
5383 · Benefits for Organizer	1,078.80
<b>Total 5380 · Full time Organizer - RR, BP</b>	10,931.94

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Accrual Basis

**UPTF-AFT Local 477**  
**Profit & Loss Prev Year Comparison**  
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
<b>Total 5300 · Personnel</b>	82,792.82
<b>5400 · Membership &amp; Growth</b>	
5425 · Sertices to Members/Meetings	350.01
5440 · Conventions	3,710.04
5450 · Conference Registration etc	5,847.45
5460 · Travel, per Diem	460.50
5470 · Education	762.50
5495 · Community Relations	185.56
<b>Total 5400 · Membership &amp; Growth</b>	<u>11,316.06</u>
<b>5500 · Payments to Affiliates</b>	
5510 · Dues, AFT National	28,177.85
5520 · Dues, AFT Michigan	38,677.58
5530 · Dues, AFL/CIO Michigan	1,484.40
5540 · Dues, AFL/CIO Metro	1,240.80
5550 · AFT Liability Insurance	1,571.20
<b>Total 5500 · Payments to Affiliates</b>	<u>71,151.83</u>
<b>Total Expense</b>	<u>181,657.59</u>
<b>Net Income</b>	<u><u>-10,257.24</u></u>