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# NH PUBLIC WORKS ASSOCIATION

## Annual Financial Audit April 20, 2011 – 10:15am – 12:15pm – LGC, Concord

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### PRESENT:

#### Board Members & Officers:

1. Jennifer Perry - Vice President
2. Kathryn Myers - Education Rep.
3. Catherine Schoenenberger – Supplier Rep.

**Guests:** Regina Mitchell, Finance Rep., LGC

- Audit Meeting
  - This audit was conducted at this time in order to report to the Association at the NHPWA Annual Business Meeting on May 5, 2011. The last audit was conducted on April 10, 2009 and by Lent, Perry & Capano and reported at the May 2009 NHPWA Annual Meeting.
  - On April 20, 2011, Perry, Schoenenberger and Myers conducted an audit of the financial records of the NH Public Works Assoc. between the dates of July 1, 2009 through April 20, 2011. We ensured the checkbook registry, bank statement and financial records matched for each item deposited or dispersed. We also ensured each item was given proper approval for disbursement (either by Treasurer/President approval or Board vote).
  - The only item identified that needs to be reconciled is, NHPWA will receive a check in the amount of \$26.47 from Stay Safe Traffic Products in order to correct an underpayment from Stay Safe for a reimbursement.
    - NHPWA, in error, paid twice for the Plow Rally items in 2010; one check was cut for \$2,283.67 to Advantage Promotions and a second check was cut for \$2,437.30 to Stay Safe Traffic Products. Stay Safe then reimbursed NHPWA \$2,257.20 which is \$26.47 less than what needs to be reimbursed (shipping charges were left off).
  - The statement account balance as of February 28, 2011 was \$11,192.66. As of the close of business on April 20, 2011, the current account balance according to the LGC's financial record was \$9,868.47.

Respectfully submitted,  
Kathryn Myers, NHPWA Education Representative  
April 21, 2011