

HIGH DESERT AMATEUR RADIO CLUB, INC.
REVIEW AND AUDIT OF 2019 FINANCIAL RECORDS
JANUARY 30, 2020

In accordance with and by direction of Club bylaws, the Chairman of the Board of Directors established the date of January 30, 2020 for the purpose of conducting the annual review and “audit” of the official Club financial records. The Bylaws direct that the “audit” be completed by January 31st following the close of the previous year.

The following members comprised the audit committee:

1. Bill Kent, Chairman of the Board of Directors, presiding official
2. Bill Firth
3. Gerry Jurrens, Secretary
4. Richard Peterson
5. Bob Witter, Treasurer

The Treasurer passed out a complete check register for the Calendar Year 2019, which, among other things, listed all dues income, Volunteer Examination testing fee income and all expenses incurred by the Club during the Calendar Year 2019. The Treasurer also brought to the meeting all the monthly financial reports, bank statements and receipts or documentation for any expenses. These documents were available for any member of the Audit Committee to examine.

The Treasurer explained that he closes out a calendar month by downloading a copy of the Club's bank statement from US Bank, which he reconciles to the Club's check register. A copy of each month's bank statement is forwarded to each of the officers (President, Vice-President, and Secretary). The Treasurer also downloads and saves a copy of the prior month's PayPal Activity Summary, which is forwarded to the Club President and Chairman of the Board. Finally, after each month closes, the Treasurer prepares a Monthly Financial Report and Budget/Expense Analysis, which is the monthly summary of receipts and expenses from the Club's checking account, which also includes any PayPal revenue from dues payments and VE Testing income and any charges to the Club's debit card. The debit card charges are also reflected on the Club's bank statements. The Monthly Financial Report is forwarded to the Club's President, Vice-President and Secretary and is also forwarded to the Club's Chairman of the Board and all Board members.

The treasurer explained the methods of accounting for cash receipts and deposits to the bank account. He explained that each such transaction is in writing and filed with the monthly information retained by the Treasurer.

The Treasurer answered all questions from members of the Audit Committee and asked each member of the Committee to sign or initial the 2019 check register for the permanent record of the Club.

The Treasurer also explained that the Club is a 501(c)(3) organization and is required to file an IRS Form 990N every year, which has been done. Also, the Club has a New Mexico Taxation and Revenue Combined Reporting System tax number, which requires filing of no gross receipts tax report after June 30 and December 31 of each year. These forms have been filed. Finally, the Club must submit a filing with the New Mexico Secretary of State each spring, listing the officers and directors of the Club. This has also been done and is part of the monthly records of the Club kept by the Treasurer.

In our opinion as the Audit Committee, the financial statements referred to above present fairly, in all material respects, the financial Position of the High Desert Amateur Radio Club as of December 31, 2019.

There were several "action items" attached to the 2018 Audit Report, which were further discussed by the Committee. All action items were resolved, while some required a Bylaws revision, which is underway.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bill Kent". The signature is written in a cursive style with a large initial "W" and "K".

Bill Kent, Chairman

Board of Directors

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