

June 2020

We have examined the financial records of the White Plains Teachers Association for the period July 1, 2018 through June 30, 2019, and found them to be in good order. This examination was performed by a committee made up of members of the White Plains Teachers Association and was conducted in accordance with generally accepted accounting principles.

The audit committee has the following recommendations:

1. A written accounting or procedures manual should be developed. (While time-consuming to write, such a manual ensures that there are specific guidelines that should be followed.)
2. A regular back up of the electronic financial records.
3. Documentation for All Deposits
4. Penalties for teachers with insufficient funds for repaying a loan

Sincerely,

Edwin Diaz

Mike Lambert

Angela Williams