

WELSH NATIONAL GYMANFA GANU ASSOCIATION
Statement of Income and Expense
August 1, 1998 to July 31, 1999

ACCOUNT	DEBIT	CREDIT
INCOME		
DUES INCOME:		
Individual Annual (401)		836.00
Individual Life (403)		3,090.00
Organization Life (405)		200.00
Total Dues Income.....	\$4,126.00	
CONTRIBUTIONS:		
Scholarship Endowment Fund (412)		60.00
Memorial Hymnal Fund (415)		218.00
Snowden Appeal (420)		6,197.55
Other Contributions (429)		20.00
Total Contributions.....	\$6,495.55	
PUBLICATIONS:		
1979 Jubilee Hymnal Sales (431)		1,922.75
1995 Reformatted Hymnal Sales (433)		6,312.00
1995 Reformatted Hymnal Postage (434)		-0-
1993 Folk Song Book Sales (435)		1,295.00
1993 Folk Song Book Postage (436)		-0-
Phonetic Hymnal Sales (437)		-0-
Reformatted Large Hymnal Printing (440)		1,449.08
Reformatted Large Hymnal Postage (441)		5.00
1999 Mpls. Cassette/CD Income (450)		-0-
Cassettes, Records, Tapes, CD's (460)		36.00
Cassettes, etc. Postage & Handling (461)		-0-
HWYL (Subscriptions) (462)		-0-
Other Postage and Handling (464)		-0-
Other Publications (465)		-0-
Total Publications.....	\$11,019.83	
VENUE INCOME:		
1994 Bellevue (472)		-0-
1995 Harrisburg (473)		-0-
1996 Utica (474)		-0-
1997 Milwaukee (475)		-0-
1998 Columbus - Reg. Fees (476)		6,965.00
1998 Columbus - Excess Inc/Exp (477)		-0-
1999 Minneapolis (478)		-0-
2000 Ottawa Income (479)		-0-
Total Venue Income.....	\$6,965.00	
MISCELLANEOUS INCOME:		
Interest Income (491)		40.99
Roundtable Breakfast Income (494)		-0-
Miscellaneous Income (495)		289.63
Other Venue Income (499)		-0-
Total Miscellaneous Income...	\$1,845.62	
TOTAL INCOME.....	\$28,937.00	

EXPENSES	DEBIT	CREDIT
HEADQUARTERS EXPENSES:		
Executive Director Contract (501)	2,000.00	
Executive Director Travel (502)	-0-	
Support Staff Wages (503)	2,945.97	
FICA - WNGGA Matching (504)	278.77	
Office Rent (510)	2,380.00	
Telephone (511)	689.67	
Equipment Rental & Maintenance (512)	730.29	
Equipment Depreciation ((513)	-0-	
Office Supplies (514)	1,481.00	
Office Printing (516)	3,204.95	
Insurance Headquarters (518)	1,539.43	
Office Postage (519)	2,301.58	
Web Site (520)	190.00	
Bank Service Charges (525)	77.85	
Credit Card Service (526)	530.34	
Headquarters Miscellaneous (529)	1,072.00	
Total Headquarters Exp.....\$19,421.85		
COMMITTEES EXPENSES:		
Executive Committee--President (605)	-0-	
Executive Committee--Vice President (610)	-0-	
Executive Committee--Secretary (613)	-0-	
Executive Committee--Treasurer (614)	-0-	
Executive Committee--At Large (618)	-0-	
Executive Committee--Miscellaneous (619)	-0-	
National Committees (620)	-0-	
Membership Committee (621)	-0-	
Publications Committee (622)	-0-	
Scholarship Committee (623)	-0-	
Constitution Review Committee (624)	-0-	
Long Range Planning Committee (625)	-0-	
Audit Committee (626)	-0-	
WAY Committee (630)	-0-	
Publicity Committee (631)	-0-	
Other Committees (650)	-0-	
Total Committee Expenses.....\$0.00		
PUBLICATIONS EXPENSES:		
1979 Jubilee Hymnal Postage (702)	78.83	
1995 Reformatted Hymnal Printing (703)	-0-	
1995 Reformatted Hymnal Postage (704)	151.67	
1993 Folk Song Book Printing (705)	-0-	
1993 Folk Song Book Postage (706)	69.28	
1995 Reformatted Large Hymnal (707)	860.00	
1995 Ref. Hymnal Large Postage (708)	-0-	
HWYL Printing (718)	430.00	
HWYL Postage (719)	476.53	
1999 Minneapolis Cassette/CD Exp. (730)	-0-	
Total Publications Exp.....\$2,066.31		

	DEBIT	CREDIT
VENUE EXPENSES:		
1999 Minneapolis General Expenses (804)	289.38	
1997 Milwaukee (805)	-0-	
1998 Columbus (806)	1,145.48	
1999 Minneapolis - Printing (807)	333.75	
1999 Minneapolis - Postage (808)	467.98	
2000 Ottawa Printing (809)	-0-	
2000 Ottawa Postage (810)	-0-	
Other Venue Expenses (849)	-0-	
Total Venue Expenses.....		\$2,236.59
OTHER EXPENSES:		
Newsletter Printing (901)	-0-	
Roundtable Breakfast Expense (905)	-0-	
Contribution - NAAF (910)	-0-	
Contribution - Yr Enfys (920)	-0-	
Snowden Appeal (930)	-0-	
Advertising (950)	2,262.00	
Awards (960)	47.25	
Other Expenses (999)	462.00	
Total Other Expenses.....		\$2,771.25
TOTAL EXPENSES.....		\$26,496.00
EXCESS OF INCOME OVER EXPENSES AS OF		
JULY 31, 1999.....		\$2,441.00

Audit Notes – WNGGA Audit – 1999

Investment Fund – No Check Register Provided. Listing provided showed checks from account – but no deposit into account. It appears that the money for the scholarships are being deposited into an account used for the law agency for other purposes. This is indicated because the checks are written non-sequentially. Normally in an audit, the check register would be examined, but if the money is being co-mingled with other funds, this is not possible. The scholarship money should not be co-mingled with other funds. The proper way would be to transfer the scholarship money to the WNGGA Checking account and write the checks off it. This way there would be an audit trail.

There were checks deposited into the petty cash account. This is an absolute no-no. Petty cash can never be used as a depository fund. Its sole purpose is to handle small purchases – never more than \$100.00 All income must be sent to the treasurer for deposit.

The only income authorized in petty cash is the replenishment check from the treasurer.

Salaries, rent, phone, etc. were being paid out of petty cash. These must be paid by the treasurer. When major expenses are paid out of petty cash, you circumvent the purpose of having a treasurer.

The money passed through the petty cash account for the Minneapolis Gymanfa should not have been done. A separate checking account should have been established. But since this has already occurred, an account in the treasurer's books called "Minneapolis Registration Transfer" must be established. All income is recorded in it and transfers out to the venue are also shown in it. At the end of the Gymanfa this account should show a zero balance.

Check #155 for 900 for credit card. We questioned it but having talked with you on the phone, it is OK since it will continue for the National after the Gymanfa.

Need to have actual receipts, not vouchers available for future audits. These need to be filed by the treasurer anyway.

For petty cash reimbursement, need to send a photo-copy of the petty cash journal

Need to establish a spending limit out of petty cash. Recommend \$100.

On computer purchase, paid \$154.08 in sales tax. Should have used exempt status.

Need check from Columbus Venue. National constitution calls for settlement at four months after venue (this is unrealistic). Should consider changing constitution to having settlement check presented at following years board meeting at the national, or perhaps at six month point if this seems too long.