

AFT Local # 1315



INTERNAL AUDIT COMMITTEE

AUDIT REPORT COVER SHEET

Local Name: PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES

State: MASSACHUSETTS

Fiscal Year End Date: (MM/DD) 6/30 (FY2019)
(i.e. 6/30; 8/30, 9/30, 12/31)

Period Covered:

BEGINNING DATE: 7/1/2018 END DATE: 6/30/2109

Number of Members: 316

SUBMITTED BY: Sandra Amburn **TITLE:** President – Local 1315

PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES

LOCAL 1315



PO Box 2073

PITTSFIELD, MASSACHUSETTS 01201-2073

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

February 1, 2020

RE: Certification of Internal Audit Committee Report (FY2019)

Please find the attached financial review for the Pittsfield Federation of School Employees (PFSE), Local 1315, for the period of July 1, 2018 through June 30, 2019. This report will be presented to at the General Membership Meeting scheduled in May 2020. The financial review has been posted on the Local 1315 website, and is available for our members to review and download at: <http://pittsfield.ma.aft.org>.

Sincerely,

Sandra Amburn, President
Pittsfield Federation of School Employees

Colleen O'Brien, Treasurer
Pittsfield Federation of School Employees

PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES

LOCAL 1315



PO BOX 2073

PITTSFIELD, MASSACHUSETTS 01201-2073

February 1, 2020

RE: Internal Audit Committee Report (FY19)

We have examined the financial records of the Pittsfield Federation of School Employees (PFSE), Local 1315, for the period of July 1, 2018 through June 30, 2019, and found them to be in good order. This examination was performed by a committee of members of the Pittsfield Federation of School Employees and was conducted in accordance with generally accepted accounting principles.

Based upon our examination, we consider the attached financial statements for the period July 1, 2018 through June 30, 2019, to be an accurate summary of transactions conducted during that period.

Sincerely,

Catherine Collins, Bus Driver and Attendants Unit
PFSE Internal Audit Committee

Cheryl Rivest, Secretarial Unit
PFSE Internal Audit Committee

William Rogers, Custodial Unit
PFSE Internal Audit Committee

Pittsfield Federation of School Employees

LOCAL 1315

PO Box 2073

Pittsfield, MA 01201

	BALANCE SHEET	
	6/30/2019	
ASSETS:		
	CASH: Checking Account	\$87,361.46
	CASH: Savings Account	\$5.00
	TOTAL ASSETS	\$87,366.46
LIABILITIES:		
	Accounts Payable	\$0.00
	Other	\$0.00
	TOTAL LIABILITIES	\$0.00
NET ASSETS:		
	Fund Balance: Start of this Period	\$81,562.11
	Change in Net Assets	\$5,804.35
	TOTAL NET ASSETS	\$87,366.46
TOTAL:	LIABILITIES AND NET ASSETS	\$87,366.46

Pittsfield Federation of School Employees

LOCAL 1315

PO Box 2073

Pittsfield, MA 01201

	INCOME AND EXPENDITURES	
	7/1/2018 - 6/30/2019	
INCOME		
	DUES from Members	\$109,342.18
	Legal Defense Assistance	\$0.00
	Promotional Sales	\$0.00
	Interest Income	\$41.55
	TOTAL INCOME:	\$109,383.73
EXPENDITURES		
	AFFILIATIONS	
	AFT Per Capita and Insurance	\$34,338.85
	State Federation Per Capita	\$48,318.69
	State AFL-CIO Per Capita	\$3,956.51
	Central Labor Council Per Capita	\$0.00
	TOTAL: AFFILIATIONS	\$86,614.05
	ORGANIZING AND SERVICE	
	Legal Defense of Members	\$0.00
	Membership Recruitment	\$0.00
	Monthly Newsletter	\$0.00
	Promotional Supplies	\$0.00
	TOTAL: ORGANIZING AND SERVICE	\$0.00
	GOVERNANCE AND ADMINISTRATION	
	Conferences/Conventions	\$1,997.45
	Donations	\$577.70
	Financial Audit	\$2,400.00
	Office Supplies (purchase Computer)	\$827.38
	Officer Stipends	\$10,750.80
	Rent/Storage	\$412.00
	Telephone	\$0.00
	TOTAL: GOVERNANCE AND ADMINISTRATION	\$16,965.33
	TOTAL EXPENDITURES:	\$103,579.38
NET ASSETS		
	Change in Net Assets	\$5,804.35
	Net Assets Beginning of Year	\$81,562.11
	Net Assets End of Year	\$87,366.46

Pittsfield Federation of School Employees

LOCAL 1315

PO Box 2073

Pittsfield, MA 01201

BANK RECONCILIATION		
Account (Name) and Number: (Checking)		1/1212.0
For the Period:		7/1/2018 - 6/30/2019
(A)	Checkbook Balance - Beginning of this period:	\$81,557.11
(B)	ADD Total Deposits:	\$109,383.73
(C)	Sub-Total:	\$190,940.84
(D)	Less: Total Expenditures this period:	\$103,579.38
(E)	Checkbook Balance - End of this period:	\$87,361.46
(F)	Bank Balance - End of this period:	\$87,361.46
(G)	ADD: Total Deposits not on Statement	\$0.00
(H)	Sub-Total:	\$87,361.46
(I)	LESS: Total of Outstanding Checks	\$0.00
(J)	Adjusted Bank Balance:	\$87,361.46
Deposits not on Statement		
	DATE	AMOUNT
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
5		\$0.00
	Sub-Total:	\$0.00
#	Outstanding Checks	
	DATE	AMOUNT
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Sub-Total:	\$0.00