

ASIS International
Houston Chapter # 12
January 2010 Financial Information

December ending Balances	
Checking	\$ 8,488.19
Savings	\$ 6,326.36

Total Cash \$ 14,814.55

January Income	
Luncheons	\$ 2,335.00
Dues	\$ 1,590.00
Web Donation	\$ 300.00
Golf Tournament	\$ -
Savings interest	\$ 0.54

Total income \$ 4,225.54

January Expenses	
Pay Pal Fees	\$ 55.71
News Letter	\$ 2,374.50
Meeting Plaques	\$ -
Misc	\$ 139.50
Charity	\$ -
Luncheon expense	\$ 2,639.55
Web maintenance	\$ 401.99

Total Expenses \$ 5,611.25

Total Profit / Loss \$ (1,385.71)

Jan. Ending Balances	
Checking	\$ 7,101.94
Savings	\$ 6,326.90

Total Cash \$ 13,428.84

ASIS International
Houston Chapter # 12
February 2010 Financial Information

January ending Balances	
Checking	\$ 8,488.19
Savings	\$ 6,326.36

Total Cash \$ 14,814.55

February Income	
Luncheons	\$ 1,320.00
Dues	\$ 210.00
Web Donation	\$ 2,500.00
CPP Class	\$ 60.00
Savings interest	\$ 0.49

Total income \$ 4,090.49

February Expenses	
Pay Pal Fees	\$ 87.73
News Letter	\$ -
Meeting Plaques	\$ 130.00
Misc	\$ -
Charity	\$ -
Luncheon expense	\$ 2,197.56
Web maintenance	\$ 401.99

Total Expenses \$ 2,817.28

Total Profit / Loss \$ 1,273.21

Feb. Ending Balances	
Checking	\$ 9,760.91
Savings	\$ 6,326.85

Total Cash \$ 16,087.76

ASIS International
Houston Chapter # 12
March 2010 Financial Information

February ending Balances	
Checking	\$ 9,760.91
Savings	\$ 6,326.85

Total Cash \$ 16,087.76

March Income	
Luncheons	\$ 990.00
Dues	\$ 1,350.00
Web Donation	\$ 1,800.00
CPP Class	\$ -
Savings interest	\$ 0.54

Total income \$ 4,140.54

March Expenses	
Pay Pal Fees	\$ 60.65
News Letter	\$ -
Meeting Plaques	\$ 145.00
Misc	\$ -
Charity	\$ -
Luncheon expense	\$ 2,422.72
Web maintenance	\$ 401.99

Total Expenses \$ 3,030.36

Total Profit / Loss \$ 1,110.18

Mar. Ending Balances	
Checking	\$ 10,870.55
Savings	\$ 6,327.39

Total Cash \$ 17,197.94

ASIS International
Houston Chapter # 12
April 2010 Financial Information

March ending Balances	
Checking	\$ 10,870.55
Savings	\$ 6,327.39

Total Cash \$ 17,197.94

April Income	
Luncheons	\$ 1,560.00
News Letter	\$ 4,050.00
Dues	\$ 570.00
Web Donation	\$ 950.00
Savings interest	\$ 0.52

Total income \$ 7,130.52

April Expenses	
Pay Pal Fees	\$ 41.39
News Letter	\$ 881.82
Golf Tournament	\$ 850.00
Luncheon expense	\$ 1,730.35
Web maintenance	\$ 401.99

Total Expenses \$ 3,905.55

Total Profit / Loss \$ 3,224.97

Apr. Ending Balances	
Checking	\$ 14,095.00
Savings	\$ 6,327.91

Total Cash \$ 20,422.91

ASIS International
Houston Chapter # 12
May 2010 Financial Information

April ending Balances	
Checking	\$ 14,095.00
Savings	\$ 6,327.91

Total Cash \$ 20,422.91

May Income	
Luncheons	\$ 3,165.00
News Letter	\$ 150.00
Dues	\$ 90.00
Golf Tournament	\$ 2,500.00
Web Donation	\$ 875.00
Seminar	\$ 1,330.00
Savings interest	\$ 0.54

Total income \$ 8,110.54

May Expenses	
Pay Pal Fees	\$ 114.34
News Letter	\$ 472.88
Plaques	\$ 325.00
Luncheon expense	\$ 2,642.33
Web maintenance	\$ 401.99

Total Expenses \$ 3,956.54

Total Profit / Loss \$ 4,154.00

May Ending Balances	
Checking	\$ 18,248.46
Savings	\$ 6,328.45

Total Cash \$ 24,576.91

ASIS International
Houston Chapter # 12
June 2010 Financial Information

May ending Balances	
Checking	\$ 18,248.46
Savings	\$ 6,328.45

Total Cash \$ 24,576.91

June Income	
Luncheons	\$ 2,068.61
News Letter	\$ 900.00
Dues	\$ 60.00
Golf Tournament	\$ 600.00
Web Donation	\$ 650.00
Seminar	\$ 2,090.00
Savings interest	\$ 0.52

Total income \$ 6,369.13

June Expenses	
Pay Pal Fees	\$ 53.60
News Letter	\$ 180.00
Seminar	\$ 453.41
Plaques	\$ 455.00
Luncheon expense	\$ 2,389.26
Web maintenance	\$ 401.99

Total Expenses \$ 3,933.26

Total Profit / Loss \$ 2,435.87

June Ending Balances	
Checking	\$ 20,683.81
Savings	\$ 6,328.97

Total Cash \$ 27,012.78

ASIS International
Houston Chapter # 12
July 2010 Financial Information

June ending Balances	
Checking	\$ 20,683.81
Savings	\$ 6,328.97

Total Cash \$ 27,012.78

July Income	
Luncheons	\$ 1,275.00
News Letter	\$ -
Dues	\$ 270.00
Golf Tournament	\$ 2,550.00
Web Donation	\$ -
Seminar	\$ -
Savings interest	\$ 0.54

Total income \$ 4,095.54

July Expenses	
Pay Pal Fees	\$ 108.33
News Letter	\$ 2,087.90
Foundation	\$ 500.00
Region	\$ 500.00
Plaques	\$ 130.00
Luncheon expense	\$ 2,034.02
Web maintenance	\$ 401.99

Total Expenses \$ 5,762.24

Total Profit / Loss \$ (1,666.70)

July Ending Balances	
Checking	\$ 19,016.57
Savings	\$ 6,329.51

Total Cash \$ 25,346.08

ASIS International
Houston Chapter # 12
August 2010 Financial Information

July ending Balances	
Checking	\$ 19,016.57
Savings	\$ 6,329.51

Total Cash \$ 25,346.08

August Income	
Luncheons	\$ 2,830.00
News Letter	\$ -
Dues	\$ 300.00
Golf Tournament	\$ 26,645.00
Web Donation	\$ -
Seminar	\$ -
Savings interest	\$ 0.54

Total income \$ 29,775.54

August Expenses	
Pay Pal Fees	\$ 414.87
Golf Tournament	\$ 728.40
Misc Flowers	\$ 94.95
News Letter	\$ 1,587.85
CPP Review materials	\$ 1,133.90
Seminar	\$ 1,226.50
Plaques	\$ 130.00
Luncheon expense	\$ 2,204.51
Web maintenance	\$ 401.99

Total Expenses \$ 7,922.97

Total Profit / Loss \$ 21,852.57

August Ending Balances	
Checking	\$ 40,868.60
Savings	\$ 6,330.05

Total Cash \$ 47,198.65

ASIS International
Houston Chapter # 12
September 2010 Financial Information

Aug ending Balances	
Checking	\$ 40,868.60
Savings	\$ 6,330.05

Total Cash \$ 47,198.65

September Income	
Luncheons	\$ 1,805.00
Dues	\$ 150.00
Golf Tournament	\$ 1,525.00
Savings interest	\$ 0.52

Total income \$ 3,480.52

September Expenses	
Pay Pal Fees	\$ 45.41
Golf Tournament	\$ 1,719.00
Plaques	\$ 195.00
Luncheon expense	\$ 3,058.91
Web maintenance	\$ 450.26

Total Expenses \$ 5,468.58

Total Profit / Loss \$ (1,988.06)

Sept. Ending Balances	
Checking	\$ 38,880.02
Savings	\$ 6,330.57

Total Cash \$ 45,210.59

ASIS International
Houston Chapter # 12
October 2010 Financial Information

Sep ending Balances	
Checking	\$ 38,880.02
Savings	\$ 6,330.57

Total Cash \$ 45,210.59

October Income	
Luncheons	\$ 1,170.00
Teddy Bears For Tots	\$ 1,080.00
Dues	\$ 2,100.00
Golf Tournament	\$ 2,515.00
Savings interest	\$ 0.54

Total income \$ 6,865.54

October Expenses	
Pay Pal Fees	\$ 88.99
Golf Tournament	\$ 16,991.25
CEPTED	\$ 1,307.63
News Letter	\$ 1,346.62
Luncheon expense	\$ 2,593.42
Web maintenance	\$ 471.71

Total Expenses \$ 22,799.62

Total Profit / Loss \$ (15,934.08)

Oct. Ending Balances	
Checking	\$ 22,945.40
Savings	\$ 6,331.11

Total Cash \$ 29,276.51

ASIS International
Houston Chapter # 12
November 2010 Financial Information

Oct ending Balances	
Checking	\$ 22,945.40
Savings	\$ 6,331.11

Total Cash \$ 29,276.51

November Income	
Luncheons	\$ 1,980.00
Teddy Bears For Tots	\$ 73.00
Dues	\$ 2,580.00
Golf Tournament	\$ 325.00
Savings interest	\$ 0.52

Total income \$ 4,958.52

November Expenses	
Pay Pal Fees	\$ 48.39
Teddy Bears for Tots	\$ 998.95
Golf Tournament	\$ 181.51
Plaques	\$ 130.00
Miscellaneous	\$ 166.00
Luncheon expense	\$ 1,697.78
Web maintenance	\$ 401.99

Total Expenses \$ 3,624.62

Total Profit / Loss \$ 1,333.90

Nov. Ending Balances	
Checking	\$ 24,278.78
Savings	\$ 6,331.63

Total Cash \$ 30,610.41

ASIS International
Houston Chapter # 12
December 2010 Financial Information

Nov ending Balances	
Checking	\$ 22,945.40
Savings	\$ 6,331.11

Total Cash \$ 29,276.51

December Income	
Luncheons	\$ 560.00
Teddy Bears For Tots	\$ -
Dues	\$ 960.00
Golf Tournament	\$ -
Savings interest	\$ 0.54

Total income \$ 1,520.54

December Expenses	
Misc.	\$ 11.70
Checks	\$ 99.00
Charity	\$ 14,138.17
Plaques	\$ 549.91
Newsletter	\$ 700.00
Luncheon expense	\$ 2,645.32
Web maintenance	\$ 401.99

Total Expenses \$ 18,546.09

Total Profit / Loss \$ (17,025.55)

Dec. Ending Balances	
Checking	\$ 5,919.31
Savings	\$ 6,331.65

Total Cash \$ 12,250.96

CHAPTER AUDIT CERTIFICATION FORM (January 2005)


Chapter Name Houston Chapter Number 12

Chapter Chairperson Tom Hamilton Phone 281-398-7774

Chapter Treasurer Chris Dempster Phone (713) 528-5800

Date of Audit 11/16/10 Period Covered NOV 09 - OCT 10

Date of Last Audit 11/09 Period Covered no submitted to ASIS CKR in
last year error

Reason for Audit: _____ New Treasurer Annual Audit Other 

(Explain reason for Audit): _____

Audit Participants

Name

Position

Ralph Burett

~~Board~~ Executive Committee member

Leland Dean

Executive Committee

John Roberson

Executive Committee member

CHAPTER AUDIT CHECKLIST (January 2005)

CHAPTER NAME Houston

CHAPTER NUMBER 12

DATE OF AUDIT 11/16/10

PERIOD COVERED 11/09 - 10/10

Cash Disbursements

YES NO

1. Is a numbered voucher system used to control all funds disbursed through chapter accounts?
2. If a voucher system is not used, is there a cash disbursements ledger or checkbook that records the invoice details, the check number, date and amount for each disbursement?
3. Do checks disbursed through chapter accounts require at least two signatures?
4. Are the records controlling accounts payable complete?
5. Are voided checks retained and accounted for?
6. Are individuals who are authorized to approve disbursements clearly designated?
7. Is the supply of unused checks adequately safeguarded?
8. Are the duties of writing checks and reconciling the bank statements separated?
9. Are all disbursements approved by an authorized individual?
10. Are all invoices recorded in a voucher register?
11. Are all unpaid invoices kept in a separate file and scheduled for payment?
12. Are statements from vendors compared with open invoices?
13. Does the chapter take advantage of discounts in paying invoices?
14. Are all original invoices marked "paid" or immediately filed to avoid duplicate payments?
15. Are the invoices approved for payment by the appropriate individual who has verified receipt of goods or services?

Recommendations:

The Houston Chapter uses Quick Books for all Accounting. The Chapter Treasurer must reconcile each month's checking account statement in order to balance the books. We have used this system for at least 6 yrs.

CHAPTER AUDIT CHECKLIST (January 2005)

CHAPTER NAME Houston

CHAPTER NUMBER 12

DATE OF AUDIT 11/16/10

PERIOD COVERED 11/09 - 10/10

GENERAL

- | YES | NO | | |
|-------------------------------------|--------------------------|-----|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. | Were all financial records for the period provided and organized in a logical manner? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. | If the reason for the audit is a new treasurer, were the financial records transferred from the previous treasurer in an orderly manner? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. | Were the books reviewed for proper procedures? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. | Were reconciliations done to verify chapter records versus bank balances as of the end of the audit period? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. | Are all funds received, disbursed, or otherwise controlled by the chapter accounted for in a manner consistent with the ASIS International Policies and Procedures Manual and generally accepted accounting practices? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. | Are all funds received, disbursed, or otherwise held or controlled by the chapter maintained in appropriate accounts of deposit ie. Checking, Saving, Certificates of deposit? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. | Does the chapter use the Cash Basis Method for recording it's financial activity? If not, indicate the method used and the reason for doing so. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. | Has the chapter refrained from frequently switching accounting systems? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. | Are financial statements, balance sheet, income statement and cash flow statement included with the chapter's monthly report to membership? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. | Is monthly financial data reported on the chapter activity reports and filed with headquarters on a timely basis? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. | If the chapter's financial processes are controlled by one person, is there a procedure by which a reconciliation of the chapter's accounts to the bank statements may be verified monthly by someone not directly responsible for the chapter's finances? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. | Has the chapter obtained the required tax status for an ASIS international chapter and obtained a chapter tax identification number? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. | Has the chapter filed tax information and reports required by the IRS for the prior fiscal period, if applicable? |

Recommendations:

CHAPTER AUDIT CHECKLIST (January 2005)

CHAPTER NAME Houston

CHAPTER NUMBER 12

DATE OF AUDIT 11/16/10

PERIOD COVERED 10/09 - 10/10

Cash Receipts

YES NO

- [] [] 1. Is all income to the chapter recorded in a cash receipts journal or checkbook with all necessary information such as source purpose, date and amount?
- [] [] 2. If cash is received, are consecutively numbered receipts issued to payers and a corresponding record made of the payment in the cash receipts journal or checkbook?
- [] [] 3. Are checks received endorsed "for deposit only" immediately with the chapter's bank account number?
- [] [] 4. Is all income deposited promptly upon receipt, within a few days?

Recommendations: