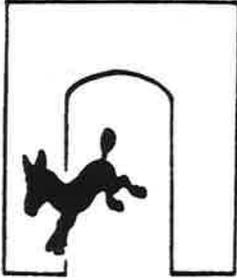


INDEPENDENT

VILLAGE  DEMOCRATS

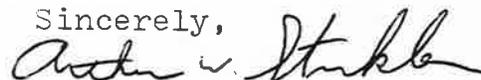
31 Bethune Street  
New York, N.Y. 10014  
May 25th, 1984

Mr. Zatz  
Mr. Hernandez  
Amalgamated Bank of New York  
11-15 Union Square  
New York, N.Y. 10003

Dear Mr. Zatz and Mr. Hernandez,

As per our conversation of today, effective immediately, Ms. Meryl Berman of 36 Commerce Street, New York, N.Y. 10014 is no longer a signatory of The Village Independent Democrats, 224 West 4th Street, New York, N.Y. 10014, Account #01021451. Please take the proper actions and procedures at once, to insure that no checks, that might be signed by Ms. Berman will be valid or honored by the Amalgamated Bank of New York. Please note that within the next few weeks a new resolution and new signatory cards will be forthcoming. This action was unanimously approved at the executive committee meeting of The Village Independent Democrats at its emergency meeting held on Tuesday, May 22nd, 1984. Thanking you in advance for your prompt action,

Sincerely,



Arthur W. Strickler  
Treasurer

Acknowledged and approved by,  
c.c.

Richard Hartzman-signatory Cathrine Abate-Fem. Dem. Dist. Leader  
Carol Feinman-signatory Anthony Hoffmann, Male. Dem. Dist. Leader  
John Colangelo-signatory Marvin Moskowitz, Esq. Chair Auditing Comm.

MERYL BERMAN, *President* • CATHERINE M. ABATE, *District Leader* • ANTHONY S. HOFFMAN, *District Leader*

224 West Fourth Street, New York City 10014 • (212) CH3-6555

~~For Silver~~

## SHIRLEY Y. HERMAN Accounting & Tax Services

10/8/84

I met with three members of VID on 10/3/84. Marvin Moskowitz, Arthur Strickler and Dan Roskoff. We discussed internal functioning as regards money transactions, and I reviewed the books (cash receipts and disbursement journals) and the recommendations made by the internal audit committee.

First I will address handling of money transactions. For this I found the audit committee's notes and recommendations very helpful. I will expand on them somewhat.

### RECEIVING CASH

1. All money is deposited by the treasurer. Each deposit slip is accompanied by a form which indicates the total amount of the deposit and the sources of the money. See an example of such a form in example 1. Deposits would be made frequently and regularly.

2. All money coming to the treasurer should be accompanied by a form which is filled in in duplicate, one copy being held by the committee chairperson or other person responsible for the money at its source. These forms might look a little different depending on the source of the money. All these forms would be signed by the person in charge of the money at its source and the amount would be verified upon receipt by the treasurer, who would also then sign the form. These forms should be attached to the treasurer's deposit detail form.

a. The membership committee form would only have the date, number of new memberships and the amount of money received. See example 2a.

b. Contributions would be a similar form to memberships with the amount of contributions and the names of the contributors of amounts over \$5000 and the amount they contributed. See example 2b.

c. For events the person in charge would send the treasurer a report of how many people attended and how much money was taken in. See example 2c1. However at the time of the event the person in charge will prepare a form that would be a check on the receipts taken at the door. It would list the number of prepaid and free persons, to this would be added the number who had paid at the door. An independent head count would be taken at the door and this number would be entered on the form and the person taking the count would sign his/her name. The person at the door would also sign her/his name and indicate the amount of money being turned over to the person in charge of the event. See example 2c2.

d. For sales of buttons, etc. and contributions collected on the street or at street fairs and demonstrations, there would again be two types of forms. The person in charge of this activity would send the money to the treasurer that would state what money was collected and through what activities, ie. sales

## SHIRLEY Y. HERMAN Accounting & Tax Services

or contributions. See example 2d1. The person in charge of this activity would also give a form to each street vendor or fundraiser which the person would hand in with monies collected indicating what was sold and how much was taken in donations. The vendor or fundraiser would also give receipts to the people making contributions. These receipts would be numbered and duplicate copies attached to the vendor report. These forms together with the money would be collected frequently and regularly, for example every Monday or at the end of a particular event. The form would be signed by the person handing over the money and the person receiving the money. See example 2d2.

Duplicate receipts could also be used when collecting cash contributions at fundraising events.

### PAYING BILLS

1. All checks should be issued by the treasurer, however the treasurer will not authorize expenditures and all checks over \$200 should require a second signature. No checks should be issued unless an authorized check voucher is presented. See example 3. This voucher should indicate how much money is being requested, to whom the check is to be issued and for what type of expense. The voucher should also have the signature of the person requesting the check and the signature of a person authorizing the expense. This can be the president of the organization or other person designated by the executive committee to authorize expenditures. These expenditures should be within guidelines set by the executive committee.

Attached to this voucher should be the invoice or in the case of a reimbursement, the receipts for the money spent. Where an advance is requested the treasurer should keep track of these vouchers and request the receipts when the money is spent. When the check is issued the treasurer will mark the voucher paid, with the check number, date and amount. These will be filed by vendor, type of expense or committee.

To avoid stress, and to insure that people will adhere to the system, checks should be issued at regular times such as the beginning and middle of every month, every Monday or some other method. Expenditures should be anticipated in advance.

2. Where charge accounts exist, the vendor will be given a list of persons authorized to use these accounts. These lists will be updated when needed. When the bills are paid the original bills will be checked to see that no unauthorized use is being made of these charge accounts.

### RECORD KEEPING AND REPORTING

The books are in poor condition. Entries are made sloppily, months are run together. In the case of disbursements (payments) the debit or what the expenditure was for has at times not been entered. The pages are not cross-footed (monthly or periodic

## **SHIRLEY Y. HERMAN      Accounting & Tax Services**

totals are not added, either in the case of total expenditures or for categories of expenses.) In the case of receipts (deposits) these have not been entered at all since January of 1984. It also appears that the books have not been reconciled with the bank statements.

1. The books should be kept in accordance with proper double entry bookkeeping procedures, by someone who knows how to keep proper books or has been instructed to do so. The books should be reconciled with the bank statement monthly again in accordance with proper bookkeeping procedures. The books should be written up by someone other than the treasurer. The treasurer will present the bookkeeper with the check stubs and check vouchers for the month and the deposit slips and deposit reports. This information will be entered in the books and reconciled with the bank statement. Each month will be entered in ink or via a one-write system. A new page will be used for each month, all debits and credits added and crossfooted. The person keeping the books will not be authorized to sign checks. The bookkeeper will make reports every 3 months giving opening and closing book balances, and a report of receipts (deposits) and disbursements (payments). Persons in charge of receiving money will check the amount reported for their committee or activity against their copies of forms given the treasurer with money to be deposited. The executive committee will check that no unauthorized expenditures occurred. The balances should be checked by the treasurer.

EXAMPLE 1

TREASURER'S DEPOSIT DETAIL

Date of Deposit\_\_\_\_\_

Total Amount Deposited\_\_\_\_\_

Memberships\_\_\_\_\_

Contributions\_\_\_\_\_

Fundraising Events\_\_\_\_\_

Buttons, etc.\_\_\_\_\_

Rents\_\_\_\_\_

Other

\_\_\_\_\_

Description and Amount

Signature\_\_\_\_\_

Treasurer

EXAMPLE 2a

MEMBERSHIP COMMITTEE FUNDS

Date

Amount to be Deposited \_\_\_\_\_

Number of new members \_\_\_\_\_

Amount received

Other Income

\_\_\_\_\_

Description and Amount

Signature \_\_\_\_\_

Membership Committee

Received \_\_\_\_\_

Treasurer

EXAMPLE 2b

CONTRIBUTIONS

Date \_\_\_\_\_

Amount to be deposited \_\_\_\_\_

Total Contributions Under \$5000 \_\_\_\_\_

Total Individual Contributions over \$5000. \_\_\_\_\_

List individual contributors and amounts

Signature \_\_\_\_\_

Received \_\_\_\_\_

Treasurer

EXAMPLE 2c1

SPECIAL EVENTS

Date

Total Amount to be deposited \_\_\_\_\_

Total attendance

Income from Contributions \_\_\_\_\_

Income from Entrance fees \_\_\_\_\_

Other Income

\_\_\_\_\_

Amount and description

Signature \_\_\_\_\_

Received \_\_\_\_\_

Treasurer

EXAMPLE 2c2

INCOME CHECK SHEET FOR SPECIAL EVENTS

Number of prepaid persons (see list) \_\_\_\_\_

Number of persons to come in free (see list) \_\_\_\_\_

Number of persons paying at door (see list) \_\_\_\_\_

Amount taken at door \_\_\_\_\_

Signature \_\_\_\_\_

Person at door

Independent head count \_\_\_\_\_

Signature \_\_\_\_\_

Count taken by

Signature \_\_\_\_\_

Chair of committee or person in charge of event

EXAMPLE 2d1

SALE OF BUTTONS, ETC. AND OTHER CASH CONTRIBUTIONS

Date \_\_\_\_\_

Total revenue \_\_\_\_\_

Sale of buttons, etc. \_\_\_\_\_

Cash contributions \_\_\_\_\_

Other Income

Description and amount

Signature \_\_\_\_\_

Chair of committee

Received \_\_\_\_\_

Treasurer

EXAMPLE 2d2

VENDORS REPORT

Date

Total Amount raised \_\_\_\_\_

Sale of buttons etc. \_\_\_\_\_

Contributions \_\_\_\_\_

Receipts #

Signature \_\_\_\_\_

Vendor

Received \_\_\_\_\_

Chair of Committee

EXAMPLE 3

CHECK VOUCHER

Date \_\_\_\_\_

Amount Requested \_\_\_\_\_

Type of expense (for what)? \_\_\_\_\_

Payee \_\_\_\_\_

Payment date \_\_\_\_\_

Requested by \_\_\_\_\_

Authorized by \_\_\_\_\_  
Signature

\_\_\_ Invoice or receipts attached

Paid

Amount

Date

Signature \_\_\_\_\_  
Treasurer