

**Results of LFT Annual Affiliate Audit for the**  
**American Federation of Teachers, July 30, 2020 – June 30, 2021**  
**Completed October 21, 2021**

1. Two signatures are required on all checks and bank accounts.
2. Periodic written financial reports are distributed to Executive Board members.
3. An annual audit is performed by an internal audit committee and submitted to the American Federation of Teachers.
4. An annual budget is prepared and adopted by the full Executive Board at the beginning of the fiscal year (July 1). Quarterly reports are submitted and approved at the end of each quarter (September 30, December 31, March 30, and June 30) to the Executive Board and the California Federation of Teachers.
5. Monthly bank reconciliations are completed each month.
6. All expenditures not delineated in the yearly/quarterly budget reports are approved by the Executive Board and are included on the next quarterly report.
7. Adequate reserves are available in the event of cash shortfalls.
8. Deposits are made as soon as possible after the receipt of checks.
9. No checks are made payable to "cash." LFT does not maintain a petty cash account.
10. LFT does not have or use credit cards.
11. Original documentation is required for all disbursements.
12. Duties involving disbursements and other financial tasks are segregated among the Treasurer, President, and one of the Executive Directors
13. Checkbooks and financial records are kept in a secure location.
14. Checks are written in sequential order and are never pre-signed.
15. Executive Board minutes are maintained and include approval/discussion of any purchases not already included in the adopted budget.
16. A written accounting procedures manual is maintained that includes specific guidelines to be followed for payroll, taxes, payment of per caps, etc.