

Baltimore County Board of Recreation and Parks

Financial Review Team Report

Recreation/Nature Council Reviewed: Lake Roland Nature Council (LRNC)

Date of Review: January 4, 2019

Officers Interviewed: Jeffrey Budnitz, LRNC Treasurer

Comments on Review:

A review of the finances of the Lake Roland Nature Council (LRNC) occurred on January 4, 2019, in the offices of Jeffrey Budnitz, LRNC Treasurer, at Lake Falls Professional Building, 6115 Falls Rd. Suite PH-1 Baltimore, MD 21209. Records for the 2016-2017 financial year and the 2017-2018 financial year were provided for review.

The review team consisted of Kurt Davis, LRNC President and Elise Butler, LRNC Vice-president.

The financial review was conducted in accordance with:

- Financial Review Guidelines for Baltimore County Recreation Councils
- LRNC Financial Procedures

A sample of LRNC memberships, Paw Point (dog park) memberships, LRNC donations, bank statements, LRNC expenditures, and other accounting activities were reviewed. The records were orderly and thorough, and the random samples reviewed matched the Treasurer's reports generated out of the LRNC accounting software. Detailed LRNC expenditures reports were provided to compare against review samples and all reports generated matched the selected random review samples.

The only question posed by the review team to the Treasurer for clarification was as follows:

- Reason for the reference numbers on cash deposits shown in reports: it was explained the verbal process followed by the Paw Point committee for cash payments or for cash payments for programs relates to serialized numbers in paper two-two part and three-part carboning receipt books for deposit tracking purposes for theft prevention. The verbal process was amended into a written process and added to the LRNC Financial Policies and Procedures document that was then re-posted on the LRNC website to replace the existing document. The document resides in the financial documents section of the website at this address <https://lakeroland.org/documents/>.

The above question was clarified to the satisfaction of the review team.

We have performed a financial review of the recreation/nature council named above. Our comments have been provided to the officers of the organization. (Enter names of those who performed review below.)

Kurt Davis LRNC Board Member

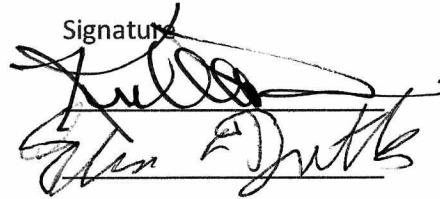
Elise Butler LRNC Board Member

The financial review has been discussed with the officers of the recreation/nature council named above.

Print Name of Officer

Council President: Kurt Davis

Council Vice President: Elise Butler

Signature


Follow up needed by the Baltimore County Board of Recreation and Parks: YES _____ NO X

Baltimore County Board of Recreation and Parks
Recertification Report of Officers
(To be submitted with Financial Review Team Report)

Name of Recreation/Nature Council: Lake Roland Nature Council


Current Officers: President: Kurt Davis
 Vice President: Elise Butler
 Secretary: Peter Lev
 Treasurer: Jeffrey Budnitz

	YES	NO
Council's yearly budget available in community recreation and parks office	X	
Council's monthly financial reports available in community recreation and parks office	X	
Copy of latest federal and state tax returns are attached	X	

If the answer to any of the above is "No", provide an explanation.

The Lake Roland Nature Council hereby applies for certification by the Baltimore County Board of Recreation and Parks. Further, all requirements established by the board in its Statement of Policies have been met and are currently in effect.

Submitted By:


Council President

1/16/2019
Date