

AIAA Section Audit and Budget Form

A. SECTION: *Saint Louis* **B. REGION:** *V* **C. TAX ID #:** *43-1509856*

The reporting year start 6/1 and end 5/31.

D. 2020-2021 Annual Actual **E. 2020-2021 Annual Budget** **F. 2019-2020 Annual Prior Yr. Act.** **G. 2021-2022 Future Budget**

H. Beginning Balance/Cash on Hand:

Checking (reconciled balance net of Outstanding Checks)	6,341.70	6,341.70	1,910.11	5,949.34
Savings	12,447.38	12,447.38	9,435.65	20,458.24
Certificate of Deposit/Other	100.00	100.00	150.00	100.00
Total Beginning Balance Cash/Savings	18,889.08	18,889.08	11,495.76	26,507.58

I. Income:

Lunch/Dinner Programs		4,000.00	3,773.00	4,000.00
Technical Programs				
Education Programs	1,480.01	50.00		50.00
Precollege Programs				
Prof Development Programs				
Public Policy Programs	1,440.80			
Young Professionals Programs				
Field Trips				
Other Programs (specify)				
Section Council Meetings				
Interest	10.86	6.00	11.73	6.00
Section Rebate- Cat I	2,963.26	945.00	2,733.09	1,500.00
Award Rebate - Cat II	3,200.00	1,015.00	2,900.00	2,500.00
Incentive Rebate - Cat III (specify event)			800.00	
Contributions/Donations	3,800.00	7,000.00	9,200.00	7,000.00
Newsletter Advertisements				
Other:				
STL: Travel Income			1,200.00	
Subtotal Income	12,894.93	13,016.00	20,617.82	15,056.00

J. Expense

Lunch/Dinner Programs	298.70	6,000.00	5,455.89	6,000.00
Technical Programs		1,000.00	638.06	1,000.00
Education Programs (STEM Budget)	2,684.23	3,980.00	1,790.48	4,000.00
Precollege Programs				
Prof Development Programs				
Public Policy Programs		3,000.00	2,064.90	3,000.00
Young Professionals Programs		400.00	158.88	500.00
Other Programs (specify)				
Field Trips		1,000.00		1,000.00
Section Council Meetings		500.00	448.55	500.00
Membership Promotions		400.00		400.00
Student Activities/Branch Support	138.02	4,100.00		2,000.00
Communications (incl Newsletter)				
Postage		25.00	16.50	25.00
Honors & Awards	1,054.00	3,000.00		3,000.00
Scholarship Awards	900.00	3,000.00	700.00	7,000.00
Supplies	101.50	500.00	407.37	500.00
Insurance				
Employment				
Section Travel			1,493.87	
Bank Charges		50.00		50.00
Other	99.98		50.00	
Subtotal Expense	5,276.43	26,955.00	13,224.50	28,975.00

red indicates a budget category that STL AIAA does not currently utilize.

K. Net Increase (Decrease) 7,618.50 (13,939.00) 7,393.32 (13,919.00)

L. Ending Balance/Cash on Hand End of Year 26,507.58 ██████████ ██████████ ██████████

AIAA Section Audit and Budget Form

DETAILS AND SIGNATURES

M. BUDGETING GUIDELINES

This year's budgeted cash on hand (cell I10) 26,507.58
 This year's budgeted expenses (cell I 57) 28,975.00

*** This year's Budgeted Cash on Hand should not exceed 1.5 times this year's Budgeted Operating Expenses.**

...therefore, **26,507.58** should be less than or equal to 43462.50

N. Total No. of Meetings

Number of Council Meetings:	34	
Number of Section Activities:	9	
	25	

P. IRS Reporting (USA only):

We filed form 990-N on (date): 10/14/2020

We filed other IRS form
 (give form # and date):

<http://epostcard.form990.org>

O: Total No. of Mtg Attendees:

Total No. of Professional Members:	362	
Total No. of Non-Members:	132	
Total No. of Students (member and non-member):	110	
Avg Attendee Count per Meeting:	24.2	

NOTE: Please attach your first and last month's bank statement for FY20-21.

Q. AUDIT AND BUDGET APPROVAL SIGNATURES

Chris Tavares	<u>ESOF</u>	8/6/2021
<i>Chair, Audit Committee</i>	<i>Please sign and print name</i>	<i>Date</i>
Alec Herzog	<u>ESOF</u>	8/23/2021
<i>Incoming Treasurer</i>	<i>Please sign and print name</i>	<i>Date</i>
Sanjay Jayaram	<u>ESOF</u>	8/18/2021
<i>Incoming Section Chair</i>	<i>Please sign and print name</i>	<i>Date</i>
Abigail Sevier	<u>ESOF</u>	8/18/2021
<i>Council Member (Subbed for Outgoing Treasurer)</i>	<i>Please sign and print name</i>	<i>Date</i>
Mark Kammeyer	<u>ESOF</u>	8/13/2021
<i>Outgoing Section Chair</i>	<i>Please sign and print name</i>	<i>Date</i>



SECTION AUDIT CHECKLIST 2021

Please attach this to the section audit/budget form when submitting

Section Name: Saint Louis Section of AIAA

Date of this audit: August xx, 2021 Period covered by this audit: **1 June 2020-31 May 2021**
 Date of last audit: July 15th, 2020 Period covered by last audit: **1 June 2019-31 May 2020**

The purpose of this Audit Checklist is to provide the Section Board and Treasurer with a tool, or guideline, to conduct an inspection of the books and records and a review of the financial management practices of the Section. Stewardship of Section Funds is an important part of volunteer activity and requires systematic and ongoing attention.

This checklist should be completed by the Treasurer and signed by the Section Treasurer and Director, submitted to AIAA HQ, kept with an audit report and filed with the Section permanent financial records.

TREASURER'S FILES

1. Were all records turned over in a timely manner to the Section audit committee? Yes___ No_X_
2. Did the treasurer's files contain a copy of the bylaws and standing rules? Yes_X_ No___
3. Did the treasurer's files contain a copy of the adopted budget? Yes_X_ No___
4. Did the treasurer's files contain minutes of all meetings? Yes___ No_X_
 - a. If not, are minutes filed in a convenient location? Yes_X_ No___
5. Did the treasurer's files contain copies of previous audits? Yes_X_ No___
6. Were Section Audit Reports submitted to AIAA HQ? Date submitted? Yes - August xx, 2021

BUDGET

1. Who prepared the budget? Alec Herzog
2. Was the budget reviewed by the Section Council? Yes_X_ No___
 If "No", explain why: null

TREASURER'S REPORTS

1. Was a treasurer's report presented at every Council meeting? Yes_X_ No___
2. Did the reports show, in detail, the source(s) of all income and expenses? Yes_X_ No___
3. Did the treasurer prepare an annual or fiscal year-end detailed, written report? Yes___ No_X_

FINANCIAL PROCEDURES/CONTROLS

1. Were Section funds always deposited promptly into the Section bank account? Yes_X_ No___
2. Did two (2) or more people always count the funds? Yes___ No_X_
3. Was a receipt always written to the person who gave the funds to the treasurer? Yes___ No_X_

4. Was all income properly allocated and categorized into the appropriate budget line items? Yes No
5. Were expenditures properly allocated and categorized into the appropriate budget line items? Yes No
6. Was there a proper invoice or receipt for each expenditure? Yes No
7. Was every expenditure part of the approved budget or properly approved at a Council meeting? Yes No
8. Are all Section monies kept separate from personal or other organization's funds? Yes No

BANK ACCOUNTS

1. With which bank does the Section maintain its checking account? Saint Johns Bank
2. Are all checks used in sequential order? Yes No
3. Were all checks properly signed by two (2) officers? Yes No
4. Is there a policy that prohibits the signing of blank checks? Yes No
5. Are all bank signatory cards up-to-date with at least two (2) signatures approved by the Board? Yes No
6. Are all checks accounted for, including voided checks? Yes No
7. Does the Section have a savings account? Yes No
8. Does the Section have any certificates of deposit? Yes No

INSURANCE

1. Did the Section purchase a general liability insurance certificate? Yes No
2. Is a copy of the insurance certificate in the treasurer's files? Yes No

U.S INTERNAL REVENUE SERVICE

1. What is the Section Federal Employer Identification Number (EIN)? 43-1509856
1. Did the Section's gross income exceed \$50,000 for the most recent fiscal year? Yes No
2. If "Yes", has the section made plans to complete a 990 EZ form? ~~Yes~~ ~~No~~
3. Form 990N was filed electronically (units that gross \$50,000 or less) with the IRS, and a confirmation email was forwarded to AIAA HQ. Yes No
4. Form 990-EZ was filed with the IRS, and a copy was forwarded to AIAA HQ. Yes No

BANK RECONCILIATION

1. Was the bank statement reconciled in a timely manner? Yes No
2. Are bank reconciliations verified each month by other than those who are authorized to sign checks? Yes No
3. Did the year-end financial report reconcile to the final bank statement? Yes No

EXAMINATION OF BOOKS AND RECORDS

- 1. Do the cancelled checks, the entries in the checkbook, and the treasurer reports all agree? Yes_X_ No__
- 2. Do the deposit slips, the entries in the income ledger, and the treasurer reports all agree? Yes_X_ No__
- 3. Did the expenses for all projects and activities fall within the budgeted levels? Yes_X_ No__
- 4. Are there any checks written for "cash"? Yes__ No_X_
- 5. Have all the financial obligations of the Section been paid in full? Yes_X_ No__

GRANTS, CORPORATE SPONSORSHIP AND FUNDRAISING

- 1. Did the Section receive any money from grants? Yes__ No_X_
a. If "Yes", list: Grant Source _____ Amount _____
- 2. Did the Section receive any money or goods from corporate sponsorship? Yes__ No_X_
- ~~3. Was the money or goods used according to the request? Yes__ No__~~
- 4. Were all fundraisers approved by the Council? Yes_X_ No__
- 5. Were sufficient procedures in place to ensure the safe handling of funds? Yes_X_ No__

OTHER

- 1. Were travel expense receipts submitted if costs were greater than or equal to \$600? **N/A** Yes __ No__
a. If not, was an IRS Form 1099 issued? Yes __ No__

SECTION OFFICERS

Signature: _____ E Signature on File _____ Date: _____ August 6th, 2021
Audit Committee Chair

Print Name _____ Chris Tavares _____

Signature: _____ E Signature on File _____ Date: _____ August 23th, 2021
Section Treasurer

Print Name _____ Alec Herzog _____

Signature: _____ E Signature on File _____ Date: _____ August 13th, 2021
Section Chair

Print Name _____ Mark Kammeyer _____



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Date 6/30/20 Page 1
 Account Number Ending 9440

ST LOUIS SECTION OF AMERICAN
 INSTITUTE OF AERONAUTICS AND
 ASTRONAUTICS
 4206 FOUNTAINVIEW CIR
 SAINT CHARLES MO 63303-3385

===== CHECKING ACCOUNT =====

COMMUNITY CHECKING		Images	2
Account Number	Ending 9440	Statement Dates	6/01/20 thru 6/30/20
Previous Balance	6,341.70	Days in Statement Period	30
2 Deposits/Credits	2,340.80	Average Ledger	7,832
1 Checks/Debits	100.00	Average Collected	7,791
Service Charge	.00		
Interest Paid	.00		
Ending Balance	8,582.50		

===== DEPOSITS AND OTHER CREDITS =====

DATE	DESCRIPTION	AMOUNT
6/01	Deposit	1,440.80
6/26	CCD CORPORATE THE BOEING COMPA ID 06/26/20	900.00

===== CHECKS IN SERIAL NUMBER ORDER =====

DATE	CK#	AMOUNT
6/01	2913	100.00

*Indicates Skip in Check Number

===== DAILY BALANCE INFORMATION =====

DATE	BALANCE	DATE	BALANCE
6/01	7,682.50	6/26	8,582.50

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DEPOSIT TICKET

ST. LOUIS SECTION OF AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS

DATE JUNE 1ST 2020

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Alex Flizov

ST. JOHN'S BANK & TRUST COMPANY
ST. LOUIS, MO 63101

521 230.00
2343 403.60
403.66

TOTAL FROM OTHER BANKS
SUB TOTAL
* DEPOSIT RECEIVED

\$ 1440.80

⑆08⑆①⑦575⑆ 380 944 0⑆ 4⑆

Deposit Date: 06/01 Amount: \$1,440.80

ST. LOUIS SECTION OF AMERICAN INSTITUTE OF AERONAUTICS AND ASTRONAUTICS

80-1157/010 2913

DATE 05/15/2020

FRANCES GOETZ \$ 100 00

PAY TO THE ORDER OF

ONE - HUNDRED 00/100 DOLLARS

Alex Flizov

ST. JOHN'S BANK & TRUST COMPANY
ST. LOUIS, MO 63101

MEMO RITA ESPY WINNER!

⑆08⑆①⑦575⑆ 2913 380 944 0⑆

Regular Check Date: 06/01 Amount: \$100.00



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Date 6/30/20 Page 1
 Account Number Ending 8820

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===== SAVINGS ACCOUNT =====

STATEMENT SAVINGS		Item Truncation	
Account Number	Ending 8820	Statement Dates	4/01/20 thru 6/30/20
Previous Balance	12,447.38	Days in the statement period	91
Deposits/Credits	.00	Average Ledger	12,447
Checks/Debits	.00	Average Collected	12,447
Electronic DR	.00		
Service Charge	.00	Interest Earned	3.11
Interest Paid	3.11	Annual Percentage Yield Earned	0.10%
Ending Balance	12,450.49	2020 Interest Paid	6.21

===== DEPOSITS AND OTHER CREDITS =====

DATE	DESCRIPTION	AMOUNT
6/30	INTEREST PAID 91 DAYS	3.11

===== DAILY BALANCE INFORMATION =====

DATE	BALANCE	DATE	BALANCE
4/01	12,447.38	6/30	12,450.49

===== INTEREST RATE SUMMARY =====

DATE	INTEREST RATE
3/31	.10%

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Date 6/30/21 Page 1
 Account Number Ending 9440

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===== CHECKING ACCOUNT =====

COMMUNITY CHECKING		Images	0
Account Number	Ending 9440	Statement Dates	6/01/21 thru 6/30/21
Previous Balance	5,949.34	Days in Statement Period	30
1 Deposits/Credits	1,925.00	Average Ledger	6,066
1 Checks/Debits	14.50	Average Collected	6,066
Service Charge	.00		
Interest Paid	.00		
Ending Balance	7,859.84		

===== DEPOSITS AND OTHER CREDITS =====

DATE	DESCRIPTION	AMOUNT
6/29	CCD CORPORATE THE BOEING COMPA ID431509856 06/29/21	1,925.00

===== OTHER DEBITS =====

DATE	DESCRIPTION	AMOUNT
6/08	DBT CRD 19:00 06/07/21 8000055 JOTFORM INC. HTTPSWWW.JOTFCA Card # 5885	14.50

===== DAILY BALANCE INFORMATION =====

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
6/01	5,949.34	6/08	5,934.84	6/29	7,859.84

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Date 6/30/21 Page 1
 Account Number Ending 8820

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===== SAVINGS ACCOUNT =====

STATEMENT SAVINGS		Item Truncation	
Account Number	Ending 8820	Statement Dates	4/01/21 thru 6/30/21
Previous Balance	20,458.24	Days in the statement period	91
Deposits/Credits	.00	Average Ledger	20,458
Checks/Debits	.00	Average Collected	20,458
Electronic DR	.00		
Service Charge	.00	Interest Earned	2.08
Interest Paid	2.08	Annual Percentage Yield Earned	0.04%
Ending Balance	20,460.32	2021 Interest Paid	4.29

===== DEPOSITS AND OTHER CREDITS =====

DATE	DESCRIPTION	AMOUNT
6/30	INTEREST PAID 91 DAYS	2.08

===== DAILY BALANCE INFORMATION =====

DATE	BALANCE	DATE	BALANCE
4/01	20,458.24	6/30	20,460.32

===== INTEREST RATE SUMMARY =====

DATE	INTEREST RATE
3/31	.05%
4/08	.04%

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