

June 5, 2018

We have examined the financial records of the White Plains Teachers Association for the period July 1, 2015 through June 30, 2016, and found them to be in good order. This examination was performed by a committee made up of members of the White Plains Teachers Association and was conducted in accordance with generally accepted accounting principles.

The audit committee has the following recommendations:

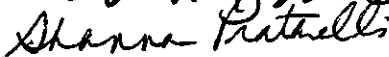
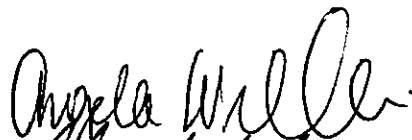
1. A written accounting or procedures manual should be developed. (While time-consuming to write, such a manual ensures that there are specific guidelines that should be followed.)
2. Dates for Karen's Insurance are not recorded for the month they were paid for (April 2016 & 2017 missing)
3. A regular back up of the electronic financial records. This should be kept in a fire proof cabinet.
4. Credit Union stubs were not all accounted for.

Sincerely,

Angela Timeka Williams

Mike Lambert

Shanna Pratarelli



June 5, 2018

We have examined the financial records of the White Plains Teachers Association for the period July 1, 2016 through June 30, 2017, and found them to be in good order. This examination was performed by a committee made up of members of the White Plains Teachers Association and was conducted in accordance with generally accepted accounting principles.

The audit committee has the following recommendations:

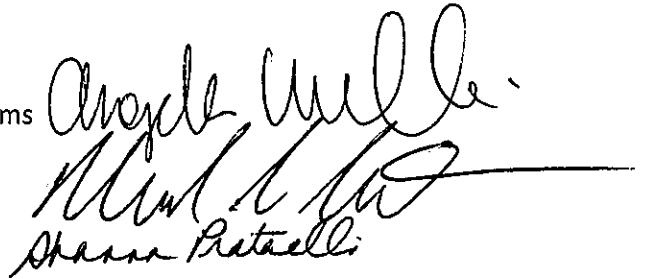
1. A written accounting or procedures manual should be developed. (While time-consuming to write, such a manual ensures that there are specific guidelines that should be followed.)
2. Dates for Karen's Insurance are not recorded for the month they were paid for (April 2016 & 2017 missing)
3. A regular back up of the electronic financial records. This should be kept in a fire proof cabinet.
4. Credit Union stubs were not all accounted for.

Sincerely,

Angela Timeka Williams

Mike Lambert

Shanna Pratarelli

The image shows three handwritten signatures in black ink. The first signature is for Angela Timeka Williams, the second is for Mike Lambert, and the third is for Shanna Pratarelli. The signatures are written in a cursive style and are positioned to the right of their respective printed names.