

November 30, 2012

Gloria Alvarado, President  
Board of Directors  
UC Davis Retirees' Association  
University of California  
Davis, California 95616

President Alvarado:

In fulfillment of my responsibilities as 2012-13 chair of the Audit Committee for the UC Davis Retirees' Association (UCDRA), I have performed the following procedures with regard to the financial records of the association for the fiscal year ended June 30, 2012.

1. Review bylaws of UCDRA
2. Review bylaws and standing rules of the Council of University of California Retiree Associations (CUCRA), of which UCDRA is a member
3. Review minutes of all 2011-12 meetings of the UCDRA board of directors for actions, decisions or events of a legal or financial nature
4. Review report of audit committee with regard to 2010-11 financial records
5. Review budget for the year
6. Verify beginning and ending cash balances per bank statements
7. Compare reported member dues receipts to current member roster
8. Review documentation of reported expenses
9. Interview selected board members regarding questions, concerns or subsequent events that could impact the financial condition of the association

CUCRA bylaws and standing rules were obtained from the CUCRA web pages; UCDRA bylaws from the UCDRA website, UCDRA board minutes were those distributed to board members during the year, and the UCDRA member roster was provided by Marjorie Ahl; all other records were provided by Treasurer Diane Mundy. Brief interviews were conducted with yourself, Diane Mundy, Sue Barnes and Marjorie Ahl; all of whom I would like to thank for their valuable contributions.

In my opinion, UCDRA financial transactions are adequately documented and properly reported for the year ended June 30, 2012. I have no new recommendations for the board's consideration but offer the following two observations:

1. As noted in last year's audit report, the process of recording dues income could benefit from improved controls. There is not a clear trail between dues credited to members on the roster and dues deposited to the bank account and there is no

evidence that a periodic reconciliation process has been implemented. I did not invest the time this year to reconcile the dues roster to the dues deposits member by member and identify any discrepancies. Sue reports that some forward movement has been made toward having a single entry database that would both reduce redundant effort and improve controls.

2. In mid-November 2012 as I worked on the audit, the website was in need of care. There were no links to December 2011 through June 2012 board meeting minutes; two of the links for earlier meetings were incorrect. The by-laws were dated October 2010 although changes to the by-laws were approved in spring 2012. By the date of this letter, these items have been corrected.

I am available at your convenience should you have any questions.

Sincerely,

*Sharon Henn*

Sharon Henn  
Chair, UCDRA Audit Committee