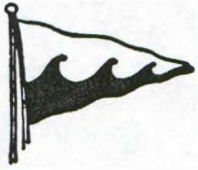


# OFF SOUNDINGS CLUB



Allen N. Anderson, Commodore  
272 N. Water Street  
Stonington, Connecticut 06378

Home (860) 535-4049

September 1, 1998

Tom Buck  
& George Schmitt & Co.  
750 East Main Street  
PO Box 812  
Branford, CT 06405

Dear Tom,

The Off Soundings Club Board of Governors realized at our April meeting we had a financial statement reconciliation problem that needed to be addressed and adjudicated if possible. Past Commodore Bill Gunther graciously offered the help of the George Schmitt & Co. audit and accounting expertise which I accepted.

We met in Branford in early May and you assigned Tony Talviste to do the review. Tony's thorough and diligent effort to audit our records was nothing short of remarkable considering the missing bank statements and unfamiliarity with the financial workings of our organization. Once the missing data was provided he was able to conclude the audit very quickly with identification of our bookkeeping problems.

On behalf of the Off Soundings Club, I wish to thank you and Tony for your help. It must be a great satisfaction to have talented and dedicated people as Tony in your employ.

Sincerely,

Allen N. Anderson  
Commodore

cc: ✓ Tony Talviste  
✓ Bill Gunther  
Carl Fast

9-2-98

## Suggestions for Improved Record Keeping

- ① Book "income" in year actually deposited.  
Book "expense" in year actually debited
- ② Reconcile bank statements with checkbook periodically i.e. each month or no less than once a quarter
- ③ Account for "Bank Service Charges" and "Bank Income" (interest) in month acquired.
- ④ Process "Race Refunds" and "Over/Under Payments" in a timely fashion such that they are recorded in year actually incurred.
- ⑤ On questionable or unknown "income/expense" items, request amplifying information from signifiant individual in a timely manner ~~and~~ while memories are fresh.

Andy

# OFF SOUNDINGS CLUB - AUDIT RESULTS - AUGUST 1998

9-2-98

	REPORTED 12-31-95	REPORTED 12-31-96	REVISED 12-31-96	4-98 REPORTED 12-31-97	REVISED 12-31-97
TOTAL BALANCE FORWARDED PRIOR YEAR	17,310.08	16,781.06	16,781.06	17,328.19	16,575.09
① INFLOWS	48,214.02	48,448.80	48,291.32	50,828.55	51,282.18
② OUTFLOWS	48,738.04	47,901.67	48,497.29	45,477.54	47,678.37
④ INFLOWS VS OUTFLOWS	(524.02)	547.13	(205.97)	5,349.01	3,603.81
⑤ OVERALL TOTAL	16,786.06	17,328.19	16,575.09	20,497.08	20,178.90
⑥ APPARENT DISCONNECT				(2,180.12)	

ACTUAL 1996 DEPOSITS	46,926.52
LESS: 3/29/96 ROYALTY } DEPOSIT RECORDED 1995 }	(483.00)
PLUS: 2/18/97 ROYALTY } DEPOSIT RECORDED 1996 }	1431.00
PLUS: INCOME CHELSEA + FIDELITY	416.80
TOTAL INFLOW	48,291.32
CHECKS ISSUED IN 1996	48,382.73
PLUS: BANK SERVICE CHARGES	89.10
PLUS: FED. TAX PAYMENT	25.46
TOTAL OUTFLOWS	48,497.29

ACTUAL 1997 DEPOSITS	52,219.87
LESS: ROYALTY DEPOSIT } RECORDED 1996 }	(1,431.00)
PLUS: INCOME CHELSEA } + FIDELITY }	386.31
PLUS: DEPOSIT NOT IN } BANK UNTIL JAN 1998 }	107.00
TOTAL INFLOW	51,282.18
CHECKS ISSUED IN 1997	47,586.60
PLUS: BANK SERVICE CHGS	91.77
TOTAL OUTFLOW	47,678.37