



## **SOBA AMERICA**

### **SOBA America Financial Advisory Board**

**FROM:** SOBA America Financial Advisory Board, SAFAB

**TO:** SOBA America National Leadership Team (NLT)

**PURPOSE:** SAFAB Resolution to review SOBA America cash transactions from June 1, 2018 through February 28, 2019. Document request included.

**Date:** Wednesday March 20, 2019

**Due Date for Request:** Sunday March 24, 2019 at 9:00PM EST.

Dear President Itoe,

The SOBA America Financial Advisory Board believes the Financial Secretary must work in collaboration with the Treasurer to produce financial statements for SOBA America, that are accurate, complete, understandable, timely and reflect the proper cutoff.

In keeping with resolutions of SOBA America's general assemblies, creating and empowering this Board to provide oversight of SOBA America's financial operations, and upon consultation with several parties, including SOBA America's National Leadership Team (NLT), it has come to the Board's attention that SOBA America's Financial reports are not being prepared in a timely manner, or being prepared by someone other than the custodian of funds. The Board has learned that the Financial Secretary, who should be preparing these Financial reports is not able to do so because he is of the opinion that he lacks details of specific transactions from the Treasurer. The Board has also learned that the Treasurer is of the opinion that he has provided all the information the Financial Secretary may need to prepare financial reports for Soba America. Finally, the Board has learned that these two officials are talking past each other instead of working together to produce financial reports for SOBA America.

It is for this reason that the Board, within its mandate to be accountable to SOBA America members, review SOBA America's financial reports for accuracy and completeness, and to ensure a fair presentation, has decided to conduct a limited scope review of SOBA America's cash transactions for the period effective June 1, 2018 through February 28, 2019.

The scope of this review will be to reconcile cash transactions during that period which would form a basis for a fair presentation of SOBA America's financial reports for the same period.

In order to conduct this review, the Board is including a short list of document requests to the **Financial Secretary** (see Appendix A) and the **Treasurer** (see Appendix B). In the course of the Board's review of the initial documents provided, the Board may have additional follow up questions as they become necessary. We appreciate a prompt response from the Financial team to enable the Board to complete its review in a timely manner.

Sobanly yours,



Pierre Kamga, CPA  
Chairman, SAFAB

## **Appendix A**

### Document request for the Financial Secretary

1. Please provide a list of all registered members of SOBA America for the period June 1, 2018 to February 28, 2019
2. Please provide a list of all disbursements authorized or made, as recorded in SOBA America's accounting records (not bank statements) for the period June 1, 2018 to February 28, 2019.
3. Please provide a list of all revenue received, as recorded in SOBA America's accounting records (not bank statements) for the period June 1<sup>st</sup>, 2018 to February 28, 2019.

## **Appendix B**

### Document request for the Treasurer

1. Please provide a copy of all SOBA America's bank statements (all accounts) for the period June 1 2018 to February 28, 2019.
2. Please provide a copy of all SOBA America payment records received through your personal CashApp
3. Please provide a copy of all SOBA America payment records received through your personal Paypal

4. Please provide a copy of all SOBA America payment records received through any other means other than Paypal, CashApp, or directly into SOBA America's bank accounts, if any.
5. Please provide a copy of your reconciliation worksheet tracing receipts of member registrations and/or other payments to amounts deposited in SOBA America's bank accounts.