

**NAPA VALLEY DOG TRAINING CLUB**  
**GENERAL MEETING AGENDA**  
**March 11, 2024 at 6:30 PM at NVDTC Clubhouse**

**I. CALL TO ORDER:** \_\_\_\_\_

**II. Call for additions or changes to agenda**

**III. APPROVAL of February 12, 2024 MINUTES**—Linda Wargo

**IV. TREASURER’S REPORT**—Lori Jackson

A. Business Checking Account: \_\_\_\_\_

B. Business Savings Account: \_\_\_\_\_

C. Certificate of Deposit: \_\_\_\_\_

D. November & December Profit & Loss Statements:

**V. BOARD, COMMITTEE, & CHAIR REPORTS**

**A. PRESIDENT**—Linda Wargo

- **AB5 Status**

**B. VICE PRESIDENT**—Carol Coawette

**C. MEMBERSHIP/COUPONS**—Carol Coawette/Lori Jackson

**D. OFFICE**—Mary Ash

**E. TRAINING**—Donna Golemon

**F. PUBLICITY**

**G. BUILDING**—Karen Jackson

**H. NEWSLETTER/WEBSITE**—Sue Osborn

**I. HOSPITALITY**

1. Tonight: Dena Parrish & Anne Stanley

2. April 8, 2024: \_\_\_\_\_

**J. SUNSHINE**—Debbie Hilton

**VI. OLD BUSINESS**

1. Year End Awards — Linda Wargo

2. Year End Banquet – Sue Osborn

3. May Madness – May 13 2024 – Karen Jackson

4. Yearly Financial Audit (attached) –Mary Ash

5. Updates to Guidelines and Procedures

- Status of subcommittee to revamp Section XXX-F - Instructor Pay Raises.  
(Mary Ash, Marilane Bergfelt, Roxann Gracia)

6. Luck of the Irish event – Debbie Hilton

- Thank you to Debbie Hilton for providing décor, prizes and treats

**VII. NEW BUSINESS**

1. Suggestion to have the November meeting be "bring your dog" for Holiday pictures

2. Suggestion to have a "bring your dog" meeting with Judy Gamet to have fun with musical freestyle

**VIII. BRAGS**

**IX. MEETING ADJOURNED** at \_\_\_\_\_



# NAPA VALLEY DOG TRAINING CLUB

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## Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

Mary Ash, Debbie Hilton, and Sue Osborn completed audit of the books for 2023 on Sunday, February 11, 2024.

One month from each quarter of bank transactions was randomly selected for an item-by-item comparison. Four bank transactions were randomly chosen for review in all other months.

### General Comments:

- 1) Actual Mechanics Bank check register not provided. Instead, photocopies were provided making it hard to track where one month ended and another started because of repeating same sections of months while photocopying
- 2) Where “No receipt,” “No class refund request” or “No invoice” is noted does not necessarily mean they were not turned in.
- 3) In comparison to the last two audits, provided files and documents for the audit of 2023 books was better organized.

### Recommendations:

- 1) Keep vendors in their own envelopes or file folders.
- 2) When entering transactions in check register, start each month on a new page.
- 3) Provide the original register not photocopies.
- 4) Make handwriting in check register readable, clear, and legible.

### Month-to-Month Review:

#### January 2023— Review of 4 random transactions

No concerns.

#### February 2023— Review of 4 random transactions

No concerns.

#### March 2023— Review of all transactions

Check #405 for \$100 to Karen Jackson for Zio Fraedos deposit— No receipt

#### April 2023— Review of 4 random transactions

No concerns.

#### May 2023— Review of all transactions

No concerns.

#### June 2023— Review of 4 random transactions

No concerns.

# Napa Valley Dog Training Club Audit Report for Fiscal Year 2023

February 2024

## **July 2023— Review of 4 random transactions**

No concerns.

## **August 2023— Review of 4 random transactions**

Check #469 for \$125— No Class Refund Request.

## **September 2023— Review of all transactions**

No concerns.

## **October 2023— Review of 4 random transactions**

Check #490 for \$432.00 to Sandy Bonifield— No invoice.

## **November 2023— Review of all transactions**

Check #498 for \$23.10 to Minuteman Press—No invoice.

## **December 2023— Review of 4 random transactions**

No concerns.