



VSAHA Response - USAH Financial Review 2022

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Kelly,

The Vermont State Amateur Hockey Association, VSAHA, has received our financial review after meeting with Jill Goodwin and yourself on 9/1/2022. Pat Phillips, VSAHA Treasurer, and I were in attendance via Zoom. We received our written report from Jill on 12/13/2022. It took over three months for the report to be generated and delivered. We also have received an email asking for our response to occur prior to the USAH Winter meetings since this will be discussed at the meetings. We will meet the 30 day response deadline.

Below are the recommendations from Jill Goodwin. The full report is in a separate document, [VSAHA - USAH Financial Review 2022](#). I have provided our current status or anticipated action for each one. VSAHA received the report on the day of our December board meeting. The full board has been made aware of the original meeting and the receipt of the report. Our next meeting is scheduled for February. The report and our response with recommendations for actions will be shared at that time.

USAH offers the following recommendations to the Vermont Affiliate:

1. As noted above, of the ten invoices we selected for testing, only three had complete documentation. In order to maintain complete and accurate records, we strongly suggest that all disbursements are substantiated by an invoice or similar documentation.
 - A. While we are uncertain as to the 10 invoices lacking documentation, we will gladly track down the errors with the documentation. Knowing which invoices generated the concerns would be helpful in addressing the concern.

2. The Affiliate has established an internal review committee to periodically review the detailed financial records; however, due to COVID this has not taken place. We did note that a member independent of the accounting functions does periodically log in to the online accounting system to review selected transactions. We recommend that this review be discussed during Board meetings and documenting these discussions in the minutes.
 - A. The VSAHA board will have the Audit Committee complete reviews and report out at the full board meetings so discussions can be documented.
 - B. The Audit committee will be made aware that they can reach out to the USAH review committee with any questions or concerns.



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3. Currently, an income statement is provided monthly to the Board of Directors. We recommend that these financial statements be expanded by including a balance sheet and budget vs actual report.
 - A. The VSAHA Treasurer will work with our accountant to produce a complete report for each VSAHA meeting. The financial reports will be expanded to include a balance sheet and budget vs actual report.
 - B. The reports will be posted online with our meeting minutes and other reports.

4. We recommend that the Affiliate implements a policy to require another bank signer's approval/signature for payments issued to a bank signer or a signer's related entity.
 - A. The VSAHA Policy committee will review the recommendation and share a policy to meet this requirement if deemed necessary.

5. We recommend that the Affiliate reviews the requirements for issuance of Forms 1099-NEC and monitors payments to service providers for possible issuance.
 - A. The VSAHA Treasurer will work with our accountant to ensure service providers are being issued the 1099-NEC forms.

6. We understand that the Affiliate has updated their conflict-of-interest policy, which will require annual disclosures. We recommend that these annual disclosures be monitored throughout the year.
 - A. We have a conflict of interest policy in place. Outside of collecting the completed forms and reviewing them annually, there is not much more that can be expected from our volunteers.

7. Although payments to the District RIC and CIC are not typically made, we discussed with the President and Treasurer that the Affiliate should notify the appropriate department of USA Hockey of any payments or support given to someone in a position to submit reimbursement requests to USA Hockey.
 - A. We have no record of payments or requests of payments to the District RIC and CIC. There has not been an issue here, but if a request comes through we will make sure to contact USA Hockey.

VSAHA appreciates the comprehensive review and will pursue the recommendations as outlined above. If there are any further concerns, please reach out to me.

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