EES/EHS ALUMNI ASSOCIATION, AMERICA

FINANCIAL ACTIVITIES

2014/2015

FINANCIAL REPORT

AUGUST 31, 2013/2014

The President & Members Board of Directors

EES/EHS Alumni Association of America

Unites States of America

Greetings:

We are pleased to report on the status of the financial activities of the Association as at

August 31, 2013/2014. In the past we submitted two separate reports: (1) the financial

report summarizing financial activities for the current year and (2) a budget outlining

financial plans for the coming year. That approach proves to be costly and in some cases

limited the members of having access to both reports. The new approach going forward is

a submission of a combined report divided into two sections. The first section (Section 1,)

summarizes financial activities for the last 12 months beginning September 1, of the

current year and ending August 31, of the following year. The second section (Section 2)

analyzes financial plans for the new fiscal year.

The new approach does not negate the presentation format of the various analyses in the

reports. It only provides the opportunity to the members to have a comparative picture of

both worlds; where we are, where we want to go and how do we get there.

We thank you for giving us the opportunity to be a part of such noble efforts of giving

back to our Alma Mater.

National Treasurer

EES/EHS ALUMNI ASSOCIATION OF AMERICA

FINANCIAL ACTIVITIES REPORT

The Financial Activities Report for the EES & EHS Alumni Association of America analyzes the status of the finances as at August 31, 2013/2014. The numbers reflect a 12 months' period of activities beginning September 1, 2013 to August 31, 2014. The report consists of the following: statement of the net effect of cash receipts and disbursements, Statement of receipts, Statement of operations expense and a statement of payroll funding of teachers' salaries.

Budgeted receipts for 2013/2014 were \$14,250. The numbers were derived based on several assumptions: (1) that based on past history of attendance, the Georgia, Atlanta Convention will have an attendance of about 25 members at the convention and of that number 40% (10) will contribute fully to the reconstruction funds of \$200.00 per member yearly. This translates to \$2,000.00; (2) that the annual dues of \$150.00 will be fully paid by members; (3) that the membership will be encouraged by the many projects that are in progress, hence make personal donation outside of the payment of dues and reconstruction funds and (4) that the efforts in keeping the teachers' payroll current would motivate the members to become much more involved, which will help to contribute to financial growth. Actual receipts total \$10,445.00. The actual receipts are within range of the assumptions and are comprised of the following accounts: reconstruction funds, \$1,150.00, a shortfall of about 42.5% of the budget; annual dues, \$4,250.00; \$1,600 receipts from memorial walls; and \$1,500.00 funds realized from the mini rally. Other receipts include \$500.00 donations to teachers' salaries; \$600.00

donation to the purchase of the truck; \$250.00 donation to fund trip to Liberia and a total of \$595.00 donation to general funds. The net variance of these receipts amounts to a shortfall of \$3,805.00.

The low level of receipts has resulted to the Association's inability to maintain the funding of the payroll as was agreed to in 2010. Total payroll cost yearly for school administrators, teachers and support staff is \$36,672. This amount comprises of \$20,952 for the High School and \$15,720 for the Elementary School. The funding of the total cost of \$36,672 was shared in a three-way arrangement: 43.6% or \$15,989 funding by the Diocese and 56.4% or \$20,683 funding by the Alumni Association. Of the 56.4%, the US Chapter funds 60% or \$12,409 and the Liberia Chapter funds 40% or \$8,273.00. The US and Liberia Chapters continued to fulfill these commitments at the agreed terms until September of 2012 when the National Treasurer reported that because receipts were not forth coming, the US would not be able to meet the 60% arrangement, hence consulted with Liberia for the possibility of helping. In fulfillment of that consultation, the Liberia Chapter took over the 60% and the US took over the 40% funding. Recent report from the Liberia chapter indicates that the Liberia chapter can no longer afford to maintain the 60% and may even find it difficult to pay the 40%. The leadership also indicated that because of the difficulty faced, Liberia was delinquent for three quarters during the fiscal period ended, August 31, 2013/2014.

The low level of receipts is also making it difficult to undertake other projects that are critical. The 2013/2014 budget included plans to purchase a 20kv generator for the lab as

well as plans for repairs work at the high school building due to damage caused by erosion, but none of those projects were carried out.

There is a dire need to raise funds, if the Association is to continue to fund payroll and carry out projects.

The pages that follow comprise the financial data and notes to the accounts.

EES & EHS ALUMNI ASSOCIATION OF AMERICA

CASH RECEIPTS AND DISBURSEMENT STATEMENT PERIOD ENDED AUGUST 31, 2013/ 2014

ACCOUNTS	QTR 1	QTR. 2		QTR,3		QTR,4	
CASH INFLOW BEGINNING BALANCE	12,995.00	20,596.00		18,863.00		17,275.00	
Receipts from Reconstruction	1,150.00	0.00					
Receipts from dues	4,250.00						
General Donations	845.00						
Special Funds- Truck	00.009	150.00		150.00		90.00	
Receipts of Advances	00.00		-				
Memory Wall Miscellaneous	1,600.00			and the second	alem Maria		
Total Inflow	10,095.00	150.00		150.00		20.00	
Total Available Cash	23,090.00	20,746.00		19,013.00		17,325.00	
OUTFLOW							
Payroll Costs	1,498.00	1,498.00		1,498.00		1,498.00	
Cost of transfers/payroll	45.00	45.00		45.00		45.00	i au.
Professional fees, website maintenance	451.00	165.00		195.00		240.00	
Media, Newspaper Ad						315.00	
Postage/Stationary		75.00				145.00	
Shipment of books to Liberia	900.00			2		500.00	
Miscellaneous		100.00					
Total Outflow	2,494.00	1,883.00		1,738.00		2,743.00	
Balance C/Fwd	20,596.00	18,863.00		17,275.00		14,582.00	

EES & EHS ALUMNI ASSOCIATION OF AMERICA

STATEMENT OF RECEIPTS PERIOD ENDED AUGUST 31, 2013/ 2014

ACCOUNTS	QTR. 1 Actual	QTR. 2 Actual	0	QTR. 3 Actual	QTR. 4 Actual		YTD Actual	YTD Budget	Over (under) Budget
Reconstruction funds	1,150.00	00.0	0	00:00	00:00		1,150.00	2,000.00	(850.00)
Annual dues	4,250.00						4,250.00	3,750.00	500.00
Donations, to teachers' salary	150	150	0	150	909	0	500.00	00:00	500.00
Donaions to purchase of truck	00.009						600.00	5,500.00	(4,900.00)
Other Donations	845.00	**					845.00	00:00	845.00
Memorial Wall	1,600.00						1,600.00	0.00	1,600.00
Mini Rally	1,500.00						1,500.00	2,000.00	(500.00)
Convention Activities							00:00	1,000.00	(1,000.00)
							The state of the s		
TOTAL	10,095.00	150.00	0.	150.00	50.00		10,445.00	14,250.00	(3,805.00)

EES & EHS ALUMNI ASSOCIATION OF AMERICA

STATEMENT OF OPERATIONS EXPENSE PERIOD ENDED AUGUST 31, 2013/2014

ACCOUNTS	QTR.1 Actual	O	QTR. 2 Actual	QTR. 3 Actual	0 4	QTR.4 Actual	YTD Actual	YTD Budget	Over(under) Budget
Professional fees/websiste Maintenance	451.00		165.00	195.00		249.00	1,060.00	1,100.00	40.00
Media Newspaper Ads TLC						315.00	315.00	350.00	35.00
Postage/Stationary Supplies			75.00		-	145.00	220.00	200.00	(20.00)
Shipment of books to Liberia	500.00					500.00	1,000.00	0.00	(1,000.00)
Misc			100.00				100.00	300.00	200.00
TOTAL	951.00		340.00	195.00		1,209.00	2,695.00	1,950.00	(745.00)

EES & EHS ALUMNI ASSOCIAL OF AMERICA PAYROLL FUNDING TO THE TWO SCHOOLS FISCAL YEAR ENDED 2013/2014

0	QTR.1	QTR.2	QTR. 3	QTR. 4	YTD	YTD	over(under)
					Actual	Budget	Budget
нідн ѕсноог							
Wages \$ Salaries							
	27 404	107	104	104	405.00	000	(100 000)
Principal	101.52	101.52	75.101	101.52	406.08	21.E00	(203.04)
Registrar/Secretary	87.99	87.99	87.99	87.99	351.96	527.90	(175.94)
Instructors	648.36	648.36	648.36	648.36	2,593.44	4,430.34	(1,836.90)
Total High School	837.87	837.87	837.87	837.87	3,351.48	5,567.36	(2,215.88)
Elementary School							
	-						
Wages & Salaries							
						And the second s	
Principal	91.08	91.08	91.08	91.08	364.32	548.21	(183.89)
				1			
Registrar/Secretary	71.07	71.07	71.07	71.07	284.28	426.36	(142.08)
Insstructors	498.00	498.00	498.00	498.00	1,992.00	3,086.23	(1,094.23)
Total Elementary	660.15	660.15	660.15	660.15	2,640.60	4,060.80	(1,420.20)
sloor	1,498.02	1,498.02	1,498.02	1,498.02	5,992.08	9,628.16	(3,636.08)
Total Schools	1,498.02	1,498.02	1,498.02			1,498.02	1,498.02 5,992.08

Notes to the Accounts

CASH RECEIPTS AND DISBURSEMENTS STATEMENT:

Analyzed Beginning Cash Balance 9/1/2013:

Checking Account 4428 1,910.00

Checking Account 8980 4,585.00

Reconstruction Acct 9523 6,500.00

The balance of \$6,500 in the Reconstruction Account is comprised of \$6,000.00 donation by the St. John's In the Village Church of New York.

STATEMENT OF RECEIPTS:

Total cash received was \$10,445.00. The breakdown of receipts is shown below:

Receipts from Reconstruction donations 1,150.00

Receipts from annual dues 4,250.00

Donations/Teachers' salaries 500.00

Memorial Wall 1,600.00

Special Funds- Purchasing of Truck 600.00

Mini Rally 1,500.00

Other donations 845.00

STATEMENT OF OPERATIONS EXPENSE

Total disbursements for the period were \$2,695.00. Below is the breakdown of the various cost elements.

Professional fees/Website maintenance: 1,060.00

Media/Newspaper / TLC Ads. 315.00

Postage / stationaries. 220.00

Cost to ship books /supplies to Liberia 1,000.00

Misc. (transport/inspect various trucks) 100.00

Professional fees/ website includes annual due of \$205.00 for the hosting of the website.

STATEMENT OF PAYROLL FUNDING:

Payroll funding for 2013/2014 was \$5,992 comprised of \$3,331 for the High School and \$2,640 for the Elementary School. The actual payroll paid was under budget by \$3,636. When the US swapped the 40/60% ratio with Liberia, the US took on the exact amount that was paid by Liberia. A further analysis of the number shows that the payment falls short of the agreed budget.

BUDGET 2014/2015

BUDGET

This is the budget for fiscal period 2014/2015. For the past four years, the budget was developed based on expected increased in members' participation. That assumption has not worked to expectation. The initial expectation was put at 70% participation. Results were far from the expectations. The years that followed, significant adjustments in reducing members' attendance was executed, yet the results were still not encouraging. Budget assumptions for fiscal period 2013/1014 were mainly developed from the information gathered from the actual activities in the previous years. The results were not as encouraging as wished for, but the net variance was far better than any other period.

Assumptions for the fiscal year beginning September 1, 2014/2015 are built on the actual activities for fiscal period just ended, August 31, 2013/2014. The budget for most of the income generating activities was kept at almost the same level with minor adjustments in selected cases. In terms of costs, most of the cost elements were adjusted or maintained at the same level based on the actual data from the current year. Budgeted items that were considered in the previous year, but were not acquired or serviced have been carried forward to this current budget year. Such items include: roofing of the Elementary and High Schools; purchasing of a generator for the lab; acquisition of a truck; and repairs to a section of the high school that was damaged due to erosion.

The budget consists of the following Sections:

<u>Cash Statement Budget</u>: Summarizes cash receipts and cash disbursement. It also shows the total cash balance brought forward as at the end of August 31, 2013/2014. The ending balance as at the date indicate is \$14,582.00. Below is the breakdown:

Checking Account	4428	2,397.00
Checking Account	8980	5,585.00
Reconstruction Acc	t. 9523	6,600.00

Cash Receipts Budget: Reflects estimates of receipts from Reconstruction initiatives, Annual dues, Memorial wall, Mini-Rally, Donations and convention activities. Budgeted receipts for the fiscal period 2014/2015 total \$15,395.00; this is about an increase of 32.15% over the actual receipts for the period ended August 31, 2013/2014. In deriving the numbers, several assumptions were employed: budgeted receipts for Reconstruction total \$1.150. Budgeted receipts for the previous year resulted to an unfavorable variance of \$850.00; hence it is assumed that maintaining the same level as the actual will be best practice. Budgeted receipts from Annual dues total \$5,250.00 and increase of \$1,000.00 or about 19.04% over the actual receipts in 2013/2014. The assumption is based on expected increase of attendance at the Maryland convention. It is hoped that Maryland will attract members from the adjacent States. It is further assumed that with the introduction of payment using credit cards, members will be motivated to use that mode of payment in which there is no immediate financial burden. Other budgeted receipts where minor increases are considered are: contribution to Memorial wall, budgeted receipts total \$2,200.00 an increase of \$600.00 over actual. From the inception of the Memorial wall project, there continues to be a steady increase in receipts; Mini-Rally: budgeted receipts

total \$3,000.00 compared to \$1,500.00 actual at end of fiscal 2013/2014. Reference to assumption, the same premise is held as in the case of annual dues. It is also hoped that members and friends will be motivated with the level efforts the Association has exerted to keep teachers' payroll current.

Payroll funding Budget: The annual budgeted costs of the payroll for the two schools allocated to the Alumni Associations (USA/ Liberia) total \$20,682.00. This amount includes housing allowance of \$2,131.00. Of the total allocated payroll costs to the Associations, 60% or \$12,409 of these costs are allocated to the USA and \$8,272 or 40% to Liberia. By the end of September, 2012, the USA began to experience a decline in the level of receipts, hence could not continue to pay the 60%. An agreement was reached with Liberia to assist. Information received from the leadership of the Liberia Chapter, indicates that Liberia cannot continue paying the payroll as expected. As a matter of fact, Liberia was unable to meet payroll costs for the second, third and fourth periods of the fiscal period ended August 31, 2013/2014. This would mean that the USA needs to begin thinking about the resumption of paying at least the payroll at the 60% level. This will translate to a quarterly payment of \$4,137.00. Such a noble effort would mean commitment of the members. At the 40% level, the quarterly payment will be \$2,068.00.

Operations costs budget: Entails the costs of operating the Alumni Association of

America. Total budgeted for the fiscal period is \$5,035. This cost includes a projected amount of
\$1,100.00 for professional fees, website maintenance, and the hosting the website; \$2,600.00

projected costs of tickets to Liberia. This amount accounts for 65% of the total costs of two
tickets for \$4,000.00. The balance cost of 35% is to be covered by the members who were
selected by the convention to go on the trip as well as donations from other members of the
Association. Other costs elements that make up the operations budgets include:

media/newspaper, such as using the services of TLC and other media outlet; total budgeted cost is \$515.00, an increase of \$200.00 over the actual for the fiscal period ended 2013/2014. It also includes postage for \$200.00; activities in Liberia, such as getting around locally including visit to the campus, budgeted cost is \$300.00 and a budgeted amount of \$300.00 for miscellaneous.

Projects Funding Budget: In addition to payroll funding, the Association also undertakes other projects. In 2013/2014 the convention approved two projects in addition to payroll; roofing of the Elementary School and roofing of the High School. These two projects were not carried out because of the lack of funds. The projects are carried forward and the budgeted costs for the two projects total \$5,500.00. Included this budget is an amount of \$5,000.00 for the purchase of a 20kva generator to facilitate the running of the Science Lab. Also included in the budgeted project is a total of \$5,000.00 accounting for funds towards the purchase of a truck and needed repairs to the high school due to damages caused by erosion.

The over-ridding assumption supporting the minor increases in the level of the budget is that members will be motivated to take advantage of the credit card approach of payment, an approach which does not require an immediate cash outlay. It is hoped that these assumptions

will hold true and that 2014/2015 will be the turning point for the Association.

EES & EHS ALUMNI ASSOCIATION OF AMERICA CASH STATEMENT BUDGET FISCAL YEAR 2014/2015

атк 2 15,884.00 0.00 0.00 200.00 200.00 150.00 150.00 1,182.00 866.00 886.00 610.00 3,610.00 3,610.00 2,688.00 2,068.00 2,068.00 3,610.00						
14,582.00 15,884.00 11,180.00 1,180.00 1,180.00 0.00	ACCOUNTS	QTR 1	QTR2	QTR 3	QTR 4	
on 1,150.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Beginning Balance	14,582.00	15,884.00	11,056.00	6,413.00	
1,50,00	CASH INFLOW	-				
S.250.00	Reconstruction	1,150.00	0.00	00:0	00.00	
1,500.00 0.00 1,500.00 1,500.00 1,500.00 1,500.00 1,100.00 1,500.00 1,100.00 1,500.00 1,100.00 1,100.00 1,100.00	Annual Dues	5,250.00	00.00	00:00	00:00	
1,500,00 2,000 1,500,00 1	Mini-Rally	3,000.00	0.00	00:0	00:00	
1,500.00 500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,1,100.00	Memorial Wall	1,500.00	200.00	200.00	300.00	
150.00 150.00 150.00	Donations/truck purchase	1,500.00	200.00			
HS 1,195.00 860.00 11,182.00 11,182.00 1,182.	Donations/teachers	150.00	150.00	150.00	150.00	
HS	Other donations	1,195.00				
HS 13,745.00 850.00 11,182.00 11,182.00 11,182.00 11,182.00 11,182.00 11,182.00 11,182.00 11,182.00 886.00 886.00 2,068.00 2,068.00 2,068.00 2,068.00 3,000.00 3,000.00 3,000.00 2,98.00 11,182.00 1				Ordinamina rate is a service sportiaminy of parameter indicession and seasons reprincible and despetation of the		
EHS EES SES FES SES SES SES SES S	TOTAL INFLOW	13,745.00	860.00	350.00	450.00	
el Funding ons Name 1,182.00	TOTAL AVAILABLE	28,327.00	16,734.00	11,406.00	6,863,00	
1,182.00 1,182.00 886.00 886.00 2,068.00 2,068.00 3,375.00 610.00 7,000.00 3,610.00 10,375.00 3,610.00 443.00 5,678.00	CASH OUTFLOW					
886.00 886.00 2,068.00 2,068.00 3,375.00 7,000.00 7,000.00 3,000.00 3,000.00 2,9	Salaries/Wages EHS	1,182.00	1,182.00	1,182.00	1,182.00	
2,068.00 2,068.00 2,0 3,375.00 610.00 7,000.00 3,000.00 2,9 10,375.00 3,610.00 2,9 12,443.00 6,678.00 4	Salaries/Wages EES	886.00	886.00	886.00	886.00	
2,068.00 2,068.00 2,0 3,375.00 610.00 7,000.00 3,610.00 2,9 10,375.00 3,610.00 2,9 12,443.00 6,678.00 4	School Nurse					
3,375.00 610.00 2 7,000.00 3,000.00 2 10,375.00 3,610.00 2,9	Total Personnel Funding	2,068.00	2,068.00	2,068.00	2,068.00	
7,000.00 3,000.00 2, 10,375.00 3,610.00 2, 12,443.00 5,678.00	Cost of Operations	3,375.00	610.00	425.00	625.00	
2, 10,375.00 3,610.00 2, 12,443.00 5,678.00	Projects	2,000.00	3,000.00	2,500.00	3,000.00	
12,443.00 5,678.00	Total Operations/Projects	10,375.00	3,610.00	2,925.00	3,625.00	
12,443.00 5,678.00						
	TOTAL OUTFLOW	12,443.00	5,678.00	4,993.00	5,693,00	
ENDING BAL C/FWD 6,413.00 6,413.00	ENDING BAL C/FWD	15,884.00	11,056.00	6,413.00	1,170.00	

EES & EHS ALUMNI ASSOCIATION OF AMERICA

CASH RECEIPTS BUDGET FISCAL PERIOD 2014/2015

ACCOUNTS	QTR 1	QTR 2			QTR 3	QTR 4	TOTAL	
Reconstruction	1,150.00					-	1,150.00	
Dues	5,250.00						5,250.00	
Memorial Wall	1,500.00	200.00	0	, -	200.00	300.00	2,200.00	
Mini Rally	3,000.00						3,000.00	
Donations to buy Truck	1,500.00	90.00	0				2,000.00	
Donations to Teachers' salaries	150.00	150.00	Q		150.00	150.00	600.00	
Other donations	1,195.00						1,195.00	
TOTAL	13,745.00	850.00	0		350.00	450.00	15,395.00	

EES & EHS ALUMNI ASSOCIAL OF AMERICA

PAYROLL FUNDING BUDGET FISCAL YEAR 2014/2015

			41001						
	QTR.1	QTR.2	QTR.3	QTR.4		T/based/T	t/based	Otrly based	
	(QTRLY PA	YMENT	BASED ON 40%			on 40%	%09 uo	%09 uo	
нівн ѕсноог									
Wages \$ Salaries									
Principal	101.52	101.52	101.52	101.52		406.08	609.12	203.04	
Registrar/Secretary	87.99	87.99	87.99	87.99		351.96	527.90	175.97	
Instructors (9)	738.36	738.36	738.36	738.36		2,953.44	4,430.34	1,476.78	
Support Staff (4)	142.14	142.14	142.14	142.14		568.56	852.77	284.26	
Housing Allowance								ı	
Principal	10.14	10.14	10.14	10.14		40.56	60.91	20.30	
Reg/Secretary	10.14	10.14	10.14	10.14		40.56	60.91	20.30	
Instructors (9)	91.38	91.38	91.38	91.38		365.52	548.21	182.74	
TOTAL HIGH SCHOOL	1.181.67	1.181.67	1,181,67	1,181.67	•	4,726.68	7,090,16	2,363.39	
								1	
Elementary School								20	
Wages & Salaries								I.	
Principal	91.38	91.38	91.38	91.38		365.52	548.21	182.74	
Registrar/Secretary	71.07	71.07	71.07	71.07		284.28	426.38	142.13	
Insstructors (8)	514.29	514.29	514.29	514.29		2,057.16	3,086.21	1,028.74	
Support Staff (3)	108.30	108.30	108.30	108.30		433.20	649.73	216.58	
Housing Allowance								3	
Principal	10.14	10.14	10.14	10.14		40.56	60.91	20.30	
Registrar/Secretary	10.14	10.14	10.14	10.14		40.56	60.91	20.30	
Instructors (8)	81.03	81.03	81.03	81.03		324.12	487.30	162.43	
TOTAL ELEMENTARY	886.35	886.35	886.35	886.35	ē	3,545.40	5,319.65	1,773.22	
TOTAL SCHOOLS	2,068.02	2,068.02	2,068.02	2,068.02	ı	8,272.08	12,409.81	4,136.60	

EES & EHS ALUMNI ASSOCIATION OF AMERICA

OPERATIONS COSTS BUDGET FISCAL YEAR 2014/2015

ACCOUNTS					TOTAL
	QTR 1	QTR 2	QTR 3	QTR 4	
OPERATIONAL COSTS					
Professional fees, website Maint	300.00	300.00	250.00	250.00	1,100.00
Postage/Stationary supplies	100.00	20.00	100.00		220.00
News Paper Ads.		215.00		300.00	515.00
Cost of trip to Liberia	2,600.00				2,600.00
Activities in Liberia	300.00				300.00
Misc	75.00	75.00	75.00	75.00	300.00
TOTAL OPERATIONAL BUDGET	3,375.00	610.00	425.00	625.00	5,035.00

EES & EHS ALUMNI ASSOCIATION OF AMERICA PROJECTS AND REPAIRS COST FUNDING BUDGET FISCAL YEAR 2013/2014

ACCOUNTS		atr 1	atr 2	QTR3	QTR 4	TOTAL
Roof repairs, Elementary		2,500.00	č			2,500.00
20KVA generator to run lab		2,500.00		2,500.00		5,000.00
Roof repairs: High School			3,000.00			3,000.00
Repairs of High School building due to Erosion		0.00	00.0	1	2,500.00	2,500.00
Purchase of truck		2,000.00			500.00	2,500.00
TOTAL COST OF PROJECTS/REPA	88	7,000.00	3,000.00	2,500.00	3,000.00	15,500.00