

San Benito County Amateur Radio Association
3226 Southside Road, Hollister, CA 95023 and online Zoom
Tuesday, April 7, 2026, 7 pm
Meeting Agenda

1. Meeting call to order by Sara KJ6SAS. Introductions.

BUSINESS

2. Secretary's Report. Benson W6BEN
 - a. Review, approve March meeting minutes
3. Treasurer's Reports. Ron KD6ZG
 - a. Review and approve Treasurer's reports
 - b. 2024, 2025 internal; financial review (attached) - Brian KO6GTA, Michelle
 - c. Community Foundation for SBC meeting 3/31
4. Quartermaster updates.
 - a. Carpet cleaning
 - b. DOC open house for hams
 - c. Equipment audit

ARES/ACS/RACES Tim W6TST

5. ARES, RACES updates
6. Events
 - a. Past events
 - b. Upcoming events: Sea Otter Classic, Condor Gravel Challenge
7. N6SBC
 - a. Net Control
April - Dave KO6AVA

MEMBERSHIP, ENGAGEMENT

8. VE Testing, outreach. Heatherly N6HKT
9. Swap meet July 11

OTHER

10. Hazel Hawkins Hospital antenna and station status, updates if any
11. Adjourn

Attachments:

SBCARA Audit for Fiscal Years 2024, 2025
Treasurer's Reports

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Audit Report: SBCARA Fiscal Years 2024 & 2025

Date of Audit: March 2, 2026

Period Reviewed: Fiscal Year 2024 & Fiscal Year 2025

I. Audit Committee & Attendance

The audit was conducted to ensure the financial integrity of the San Benito County Amateur Radio Association (SBCARA) records.

- **Audit Committee:** Brian Temperino, Michelle Chick
- **Officers Present:** Sara Steiner (President), Ron Ross (Treasurer)

II. Scope of Review

The committee performed a comprehensive review of the club's financial activities, including:

- Verification of all income and expense reports provided by the Treasurer.
- Cross-referencing bank deposits and withdrawals against supporting physical and digital documentation.
- Validation of individual receipts for all club-related expenditures.

III. Findings & Observations

General Ledger & Receipts

- **Risk Assessment:** The committee identified no "Red Flags" or indicators of financial mismanagement.
- **Documentation Match:** Deposits and withdrawals were successfully cross-referenced with bank records.
- **Discrepancy Note:** A \$100 expense to the **Community Foundation (6/3/24)** lacked a physical receipt but was verified as valid due to a matching charge identified later in the year.

Internal Controls & Recommendations

The committee discussed the current handling of cash deposits and identified a need for more consistent documentation to ensure all funds match the bank statements. To address this, we recommend the following tiered approach:

- **Formal Receipt Book:** A standard receipt book should be maintained for all primary transactions where a physical proof of payment is requested or required.
- **Supplemental Cash Log:** For smaller or informal transactions where a full receipt is not issued, a **Cash Log** must be maintained. This log should clearly record the **Date**, **Source (Who)**, and **Amount** to provide a clear audit trail for the Treasurer.

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- **Digital Payment Alternative:** To minimize the risks associated with handling physical currency, the club should consider implementing a **QR Code payment system** (e.g., PayPal, Venmo, or Zelle). This would allow members to pay electronically, creating an automatic digital record and potentially eliminating the need for cash handling.

IV. Conclusion

The SBCARA financial records for the 2024 and 2025 fiscal years are in good standing. Implementing these cash-handling and digital payment recommendations will further strengthen the club's transparency and simplify future audits.