

**Region 5 Training Association – Internal Audit Statement
Calendar Year: 2024**

Purpose:

The purpose of this internal audit was to review all income and expense items to ensure financial records are reflective and accurate on a calendar year, cash-basis accounting method. This review helps ensure we are compliant with 501(c)(3) nonprofit requirements and tax filing obligations.

Documentation Reviewed:

- Monthly Treasurer Reports
- Wix payout receipts
- 2024 Bank transaction records
- Wix Tax Form

Attendees & Invites:

Audit participation was open to:

- Chris Heppel, Vice President
- Rose Douglass, President
- Casey Pape, Treasurer
- Jim Bailor, Member
- Walt Bernard, Member

Audit conducted by:

- Rose Douglass
- Chris Heppel
- Casey Pape

Treasurer Responsibilities:

The Treasurer provides monthly updates of income and expenses, manages bank transactions, processes payments to instructors, and ensures membership fee records are maintained.

IRS Status:

The current TIN has been confirmed as accurate. The next step is to contact the IRS to confirm the filing requirement for submitting a 990-N as a nonprofit for the 2024 fiscal year.

Financial Review:

- **Income:** All bank deposits matched records from Wix and treasurer reports, including any applicable refunds.
- **Expenses:** Expense records were consistent with bank activity and treasurer documentation.
- **Refunds:** Properly tracked and aligned with transaction reports.

- **Summary Report:** A detailed Excel record was used to calculate total income, expenses, and net values, with and without grants.

Total Income	Total Refunded	Total Grant	Total Expenses	Net (with Grants)
\$15,982.18	\$700.00	\$13,483	\$18,191.88	\$10,573.30

Conclusion and Findings:

Region 5 Training Association continues to provide high-quality, low-cost training opportunities to local departments. While 2024 did not include the collection of membership dues, these will be pursued in the coming year. Some courses operated at a loss, while others resulted in modest profit—balancing to a near-neutral net for the year. The two grants received included \$8,000 from the fire defense board and \$5,483 for a DPSST 2023 microgrant that was delayed. DPSST does not currently have any availability for future microgrants. Had we not received those funds we would have operated at a loss of \$2,909.70. The collection of membership dues would largely close this gap. If we do not plan to seek Fire Defense Board grant money for the 2025 budget year we may have a deficit year, however the assets at the end of fiscal year 2024 would allow for this deficit. Overall, the organization maintains sound fiscal practices aligned with its nonprofit mission.