DRAFT

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Trustees of the
School Cafeteria Employees Local 634
Health and Welfare Trust Fund, School
Cafeteria Employees Legal Service Trust Fund

We have performed the procedures enumerated below, which were agreed to by the School Cafeteria Employees Union Local 634 ("the Union"), the School Cafeteria Employees Local 634 Health and Welfare Trust Fund (Health), and the School Cafeteria Employees Legal Service Trust Fund (Legal) (the specified parties), solely to assist with allocating salaries and benefits between the Union and related Benefit Funds for the period beginning January 1, 2024. This allocation is effective June 1, 2024.

The sufficiency of the procedures is solely the responsibility of the specified parties of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

PROCEDURE 1:

We identified individuals who performed functions for both the Union and the related Benefit Funds. These are individuals who work in the Union office and who perform functions other than those performed by Associated Administrators, LLC, the third party fund administrator. We allocated their time from timesheets prepared by the individuals.

Finding:

	Health	Legal	Union	Total
Nicole Hunt	11.6%	10.7%	77.7%	100.0%
Rebecca Hamilton-Levi	12.5%	7.2%	80.3%	100.0%
Tanya Edwards	18.3%	13.3%	68.4%	100.0%
Kiara Coleman	31.3%	8.1%	60.6%	100.0%

DRAFT

PROCEDURE 2:

We allocated the wages and employee related expenses for the Union office in Procedure 1 based on the percentages from the individuals' timesheets and wages for the year ended December 31, 2023 to determine weighted average dollar amounts for the affected entities.

Finding:

	Health	Legal	Union	Total
Annual wages and employee-related expenses	$ 46,811	$ 24,437	$ 186,994	$ 258,242

PROCEDURE 3:

We determined the percentage distribution for all fund office employees by the weighted average allocations developed in procedures 1 and 2.

Finding:

	Health	Legal	Union	Total
Total percentage	18.1%	9.5%	72.4%	100.0%

PROCEDURE 4:

We obtained a floor plan of the Union office space and allocated the space based on square footage.

Finding:

Allocation of office floor space based on square footage was determined to be:

Area	Dimension 1	Dimension 2	Total square inches	Percent of Total
Nicole - office	190.5	136.0	25,908.0	8.4%
Rebecca - open space	190.5	246.0	46,863.0	15.3%
Tanya - open space	47.0	27.0	1,269.0	0.4%
Kiara - office	182.0	86.0	15,652.0	5.1%
Hallway	478.0	86.0	41,108.0	13.4%
Kitchen	235.0	382.0	89,770.0	29.2%
Common area	227.0	382.0	86,714.0	28.2%
			307,284.0	**100%**

DRAFT

PROCEDURE 5:

We allocated the annual rent expenses to the related Benefit Funds based on the employee utilizing the space developed in procedure 4. The 2023 lease amount is $36,691 per year. In cases where the space is used equally by all related funds, an overall allocation was applied.

Finding:

Allocation of annual rent expenses by office floor space was determined to be:

Union Office	Percent of Total	Amount	Health	Legal	Union
Nicole - office	8.4%	$ 3,082	$ 358	$ 330	$ 2,394
Rebecca - open space	15.3%	5,614	702	404	4,508
Tanya - open space	0.4%	147	27	20	100
Kiara - office	5.1%	1,871	586	152	1,133
Hallway	13.4%	4,917	905	452	3,560
Kitchen	29.2%	10,714	1,971	986	7,757
Common area	28.2%	10,346	1,904	952	7,490
		$ 36,691	**$ 6,453**	**$ 3,296**	**$ 26,942**
	100.0%	**100.0%**	**17.6%**	**9.0%**	**73.4%**

PROCEDURE 6:

We allocated the annual wages and annual rent expenses based upon the percentage developed in procedure 3 and 5 for each related Benefit Fund and the Union. We determined the monthly allocation for each related Benefit Fund.

Finding:

Allocation Basis	Health	Legal	Union	Total
Employee time	$ 46,811	$ 24,437	$ 186,994	$ 258,242
Square footage	6,453	3,296	26,942	36,691
	$ 53,264	$ 27,733	$ 213,936	$ 294,933
Monthly allocated expense	$ 4,439	$ 2,311		$ 6,750
Rounded to	$ 4,400	$ 2,300		$ 6,700

DRAFT

This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to, and did not perform an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified parties listed above and is not intended to be and should not be used by anyone other than those specified parties.

____________, 2024