

SaddleBrooke Genealogy Club
2014 – 2015 Audit Report
August 6, 2015

An audit committee made up of three SBGC members Sharon Scanlan, Dave Fuller and Gloria Quigg was appointed by President Kerry Wolfe in accordance with the provision of Article VII and Article X of the By-Laws. Due to the availability of the committee, with the approval of the President, and with the intent of completing a timely audit, member Sharon Scanlan conducted and completed the audit on July 29, 2015. 2014 – 2015 SBGC Treasurer Pat Spencer provided the financial materials for the review and was available as needed to answer questions.

Review Process;

- All Expense requests and back-up detail were reviewed and matched against the checks written.
- All Income receipts were reviewed and matched against the bank deposits and the second receipt book.
 - The deposit book for May 1, 2014 – August 18, 2014 is missing and represents receipts numbered #14463 – 14499.
 - The Treasurer began a new book on September 4, 2014 beginning with #227801 and ending the year with #227864.
- All bank statements were matched against the checks and deposits entered into the checkbook.

Findings and Recommendations:

1. 100% of the income and expense transactions were correctly accounted for in the bank statements, checkbook and back-up detail.
2. Income for the new year 2015-2016, received beginning in April is appropriately segregated from the 2014-2015 income.
3. Only one check #1414, dated Nov. 11 had no invoice. Per the Treasurer, it was written to SaddleBrooke HOA#2 for the January Activity Fair for \$25.
4. We spent \$687.00 on speakers' fees, which ranged from \$40.00 - \$180.00. This is the largest expense annually for the SBGC. There are no invoices or confirmations from the speakers indicating the fee they are charging SBGC, if any. I recommend that the Vice President in charge of Programs provide the Treasurer with back-up communication from the speaker on the fee that has been agreed upon and include this with the Reimbursement/Payment Request in lieu of an invoice.
5. Some of the *Reimbursement/Payment Request* forms indicate the check number for the payment. It would be a good idea to include it on all forms.

Report submitted by:

Sharon Scanlan 7/29/15
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