

*SaddleBrooke Genealogy Club  
2015 – 2016 Audit Report  
August 8, 2016*

President Kerry Wolfe appointed Sharon Scanlan, Gloria Quigg and Tom Larkin as the Audit Committee in accordance with the provision of Article VII and Article X of the By-Laws. They conducted and completed the audit on August 8, 2016. 2015 – 2016 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 receipt books.
- All bank statements were matched against the checks and deposits entered into the checkbook.
- The checkbook was balanced.
- The ending checking account balance is \$1,576.79.

**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 2016-2017, received beginning in April is appropriately segregated from the 2015-2016 income.
3. Only one check #1463, dated Nov. 7 had no invoice. It was written to Christine Nelson for reimbursement for the January Activity Fair for \$25. Typically HOA #2 does not give receipts for the fee.
4. In last year's audit I recommended that there be documentation for speakers' fees from the Vice President of Programs, since this is our largest expense. This was done for all speakers and included mileage and speaker fee documentation.
5. Also in last year's audit I recommended including the check number on the *Reimbursement/Payment Request* form. This was done for 100% of the expenses.

Report submitted by: Sharon Scanlan 8/8/16  
Sharon Scanlan