

*SaddleBrooke Genealogy Club
2018- 2019 Audit Report
August 20, 2019*

President Carol Tibor appointed Sharon Scanlan, Michelle Deal and 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 20, 2019. 2018 – 2019 SBGC Treasurer Pat Rourke provided the financial materials for the review and was available as needed to answer questions.

Review Process;

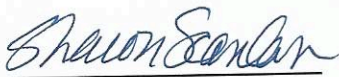
- All Expense requests and back-up detail were reviewed and matched against the checks written.
- All Income receipts were reviewed and matched against the bank deposits and the receipt books.
- All bank statements were matched against the checks and deposits entered into the checkbook.
- The checkbook was balanced. (See attachment.)
- The ending checking account balance is \$933.27.

Findings and Recommendations:

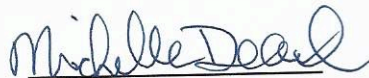
1. 100% of the income and expense transactions were correctly accounted for in the bank statements, checkbook and back-up detail.
2. Income for the new year 2019 - 2020, received before June 1 is appropriately segregated from the 2018 - 2019 income.
3. All checks had supporting detail.
4. The spreadsheet attached confirms that the checkbook balanced.

Report submitted August 20, 2019 by:

Sharon Scanlan



Michelle Deal



Carol Vee Langer

