

*SaddleBrooke Genealogy Club  
2017- 2018 Audit Report  
July 11, 2018*

President Carol Tibor appointed Sharon Scanlan, Dave Tiefenbach 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 July 11, 2018. 2017 – 2018 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 \$496.97.

**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 2018 -2019, received beginning in March is appropriately segregated from the 2017 - 2018 income.
3. All checks had supporting detail.
4. The spreadsheet attached confirms that the checkbook balanced.
5. Two luncheon payments on March 3, 2018 did not have a receipt - Joanne Koblewski and Dennis Holt.

**Report submitted July 14, 2018 by:**

Sharon Scanlan

*Sharon Scanlan*

Dave Tiefenbach

*Dave Tiefenbach*

Tom Larkin

*Tom Larkin*