Excerpted from the By-Laws:

1. An audit is a procedure to assure that the treasurer’s accounts of receipts and disbursements are in order. An audit is for the treasurer’s protection and is the only means of assuring everyone that the accounts are accurate, and relieves the treasurer of responsibility except in the case of fraud. The Audit Committee will be chosen by the Board of Directors from the membership and will have at least three members. The Audit will be performed in December prior to January 1.

   a. Audit Steps:

      i. Check cash receipts against deposit slips and amounts shown on bank statements and make sure all money received has been accounted for.
      ii. Verify that a receipt was issued for all monies received.
      iii. Check disbursements in the records against bank statements and attached cancelled checks.
      iv. Verify that supporting receipts are attached for all disbursements.
      v. Verify that checks have been properly signed and countersigned.
      vi. Verify that monthly record totals are in balance with the bank statements.
      vii. Confirm that all expenditures were authorized.
      viii. Verify that inventory list is current and accurate.
      ix. Request from the treasurer those reports that would assist the audit committee in completing the audit.

All of the above items were completed with the following notes:

Item viii – the inventory list is incomplete. Jerry Aceto will have it completed by July 1, 2017.

Henceforth, ALL cash and checks will be given to the Treasurer for deposit in order to properly maintain the needed documents.

There is a new form for reimbursement available on the website that MUST be used to request funds from the club. No form, no money.

The date of the audit will be changed to be started and completed by January 31 of the next calendar year, e.g.: 2016 audit shall be started on or after January 1, 2017 and completed by January 31, 2017.

The team for this audit was comprised of John Scott, Kathey Meland, Dave Johnson, Bill Kent, and Tom Winfield, with Bill Firth as moderator/COB.