

Excerpted from the By-Laws:

11. 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 started after January 1 and be completed by January 31.

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.

The Audit Committee met on January 18 with the following results.

All of the above items were reviewed and verified correct.

There are no outstanding action items to resolve the audit.

Some new procedures need to be written and added to the SOG for cash and check handling.

The Audit Committee consisted of Larry Scott, Tom Winfield, John Scott, Dave Johnson, Jerry Aceto, and Bill Firth as moderator and COB.