

Raindrop Chapter Audit Report for 2021

The audit committee was composed of Treasurer Jane Smith, Emma Bleich, and Lisa Ludwig. The following are questions we have regarding the Account Summaries and Statements for January 2021-December 2021.

Our review included each member of the committee reviewing the monthly Summary Statement and comparing it with the bank statements and expense documentation. This information was compiled by the current treasurer and posted in the chapter members-only section of the chapter website in a secure location noted as Audit.

The following is our observations, questions and recommendations:

In January Bobbie purchased brushes for people who participated in the Palate Potpourri – then - \$217.00; how many were bought, and are we still sending them? **If this is still happening and will continue, we recommend that it be included in future budgets as a line item.**

Postage – there was a significant expenditure for postage in January; upon review, we only found documentation for \$125.60, but the line item for Jan is \$154.85. We believe the excess is from an expense in December.

We recommend that we change the misc. Postage for Feb, which was deemed to be the mailbox rental to the section for rent and not postage misc. unless there was a reason.

In February, we made a donation of \$500.00; there is no documentation to show to whom this was sent. We believe this was the Women's Shelter Donation, but there is no attached documentation. **If this was to the Women's Shelter, we recommend that it be listed under the heading of donations.** Also, this donation was increased by the chapter for the current year only, and that documentation should have been included as well.

US Bank Checking account was closed on Feb 18, 2021, and the ending balance of \$20,297.52 was deposited in the Key Bank SAVINGS account. This information was not reflected in summary. Why was this money not put into our checking account since it was chapter checking? Then it appears that \$1000 was transferred from savings to checking via internet transfer. We should see those changes documented on the form and reference to the meeting where this decision was made. **We recommend that the \$20,297.52 (less any additional internet or other transfers) be returned to our checking account. We also feel that any transfers from savings to checking be noted on the monthly and year-end statements.**

Statement from Key bank showed a deposit of \$279.09 when we closed out pay pal account in February – there is no reference to this money in Revenue. **It needs to be reflected as income.**

March/April – Nina Daniels was paid for the Paint-in fee of \$150.00 in April (Mailed); the check was written in March and is on the March activity report but should be on the April activity report as the check was mailed and cashed in April.

Also in March/April, we had a question regarding the accounting fee of \$593.75; we only see the check request for \$210.00. What is the other \$383.75 for? There is also a withdrawal for Marilyn's Bookkeeping for \$243.75 and a Tax Advisor charge of \$350.00. There are no other check requests explaining this information. **Additional clarification is requested.**

We were paying an \$18.00 maintenance fee on our Savings account. This appears to have been cleared up by year-end, and credits for the charges were received but we would like to see a note about what happened and when it was resolved.

May/June – some deposits for membership dues are listed under May but were deposited in June and/or August – the monies should show on the month they are deposited and not the month they were received.

The August statement for the savings account shows a deposit of \$72.00, but there is no documentation as to where it came from.

September – Payment to Linda O'Connell of \$200.00. **We believe this is a deposit for her class. We would like to recommend that this type of payment be reflected on the documentation and should be noted as a practice when making deposits for teachers in upcoming years.** (Jamie Mills-Price and Barbara Bunsey).

In summary, our postage costs in 2021 were higher than usual due to the need to mail things to members because we are not having regular meetings.

We found several occasions where funds were recorded in one month but happened in another. We are sure this is just a clerical error, but if we are paying an accountant, they should be seeing these things and fixing them unless that is not what we are paying for.

We also recommend that subsequent audit committees include a former treasurer as they have unique insight into the working of the chapter that is very helpful; knowing what questions to ask and reviewing the documentation provided.

This report is respectfully submitted.