

Standing Committees

Audit Committee

People who have held this position: Charlene Arnold, Ada Goodwin, Mary Sue Kriefall, Dulca Baxter Marilyn & Mel Wright, Graham Johnson, Janice Martin, Lynne Hossfeld

The Audit Committee is a standing committee that supports the Society by ensuring the financial statements are accurate and complete. By the June meeting the Board appoints three members who are not members of the Board to serve on the standing Audit Committee.

At the close of the current fiscal year (August 31st), this committee selects a chair and examines the Society property list (equipment, books, CDs, videos, etc) and accounting system; it reviews the procedures, matches reports against documentation, and confirms accounts and investments said to belong to the Society.

The committee reports its findings and recommendations in writing to the Board and Membership at the October meetings. The Secretary and the Treasurer retain copies of the audit reports.

Members of the Audit Committee hold their positions until replaced by successors appointed and approved by the Board.

If the Board elects a new Treasurer, the Audit Committee will audit the previous Treasurer's books and present a written report to the Board within sixty days after the change. The newly-elected Treasurer will attend the prior year's audit to better understand the job.

Audit Report of 2005 Financial Records

Auditors Dulca Baxter, Mary Sue Kriefall, and mentors Mel and Marilynn Wright met with the treasurer 1/19/2006 to review the books of the Genealogical Society of S. Whidbey Island prepared by the previous treasurer. We matched monthly reports and bank statements against documentation for income and expenses.

Results of previous audits are reiterated for continued implementation. Particular attention should be paid to the bolded recommendations:

1999	Write check numbers on receipts	Being done
1999	Staple receipts	Sometimes done
1999	Purchase stamps by the roll	Being done
1999	Print the check register from Quicken	Sometimes done.
2003	Note the purpose of expense on the check as well as the check register	Being done
2003	Indicate item/service received as well as the cost on receipts submitted for reimbursement	Could be done more clearly.
2003	Include periodic bank-statement reconciliations in the treasurer's records	Not done
2003	Identify name of members who have paid dues in the deposit slip documentation	Sometimes done

Recommendations:

1. Deposit-slip documentation (blue slip) was not included for several months making reconciliations difficult. We recommend including these slips for each deposit to document the names and types of memberships as well as sources of other income.
2. Interest on the Facilities Savings Account (120002621) for the following months has not been entered into Quicken. We recommend that the treasurer enter this interest income into Quicken. It appears only quarterly interest was entered which is when interest on the Regular Savings Account (120004270) is accrued.

10/31/2004	\$1.21
1/31/2005	\$1.36
3. On 8/4/2005 the treasurer was concerned that the Income Statement (9/1/2004 – 8/6/2005) would show the fiscal year in the negative. She made a bank transfer intending to transfer \$400.00 from the Regular Savings Account (120004270) to the Checking Account (927002329); the 8/31/05 bank statement, however, shows the transfer from the Facilities Savings Account (120002621) to the Checking Account. Quicken was updated (9/2005) to agree with the bank statement and shows the \$400.00 categorized as “income” transferred from the Facilities Account. We recommend that the treasurer transfer the \$400.00 back from the Regular Savings Account (120004270) to the Facilities Savings Account (120002621) unless the board decides to combine the two savings accounts.
4. We recommend continued use of Speaker Remuneration Slips from the Program Director to the treasurer documenting payment of each speaker. This is now being done.
5. We recommend use of a receipt book for memberships paid in cash.
6. We recommend that the treasurer correlate the Budget categories to the Quicken categories. This is now being done.
7. We recommend that the treasurer print a Quicken Reconciliation Report for each month. This is now being done.

8. We recommend that the treasurer document the regularly-scheduled transactions that don't have receipts to support the checks that are written e.g. Dues to Other Societies.
9. We recommend that the treasurer place a copy of this audit report in the Treasurer's Book
10. We recommend that the audit committee conduct a full audit rather than a sample-based audit.

The new treasurer, Paula Ratcliff, reviewed her procedures with us that ensure an audit trail from the dues received by the Membership Director to the deposits made by the Treasurer. Paula was also able to research back to 2003 in Quicken to resolve any questions we had. We did not review the society's physical property

Dulca Baxter

Mary Sue Kriefall

Mel Wright

Marilynn Wright

Date: October 4, 2007
To: Mary Sue Kriefall, President and Board members Genealogical Society of South Whidbey Island
From: Lynne Hossfield, Graham Johnson and Janice Martin, Audit Committee
Subject: 2006-2007 Audit of GSSWI

On September 18, 2007 Lynne Hossfield, Graham Johnson and Janice Martin, members of the Audit Committee met with Dulca Baxter, GSSWI Treasurer to review the records of financial transactions for the fiscal year 2006-2007. We found the record keeping substantially improved through the use of income and expense vouchers for sources of each attached to bank statements.

We are satisfied that all expenses are justified by budget or board approval. The consistent use of Quicken is a major asset to recordkeeping. Dulca has kept an orderly record of all transactions and we found them clear, comprehensive and easy to follow.

We reviewed the recommendations of previous audit committees and found that these have been implemented except that we find a separate reconciliation report prepared from Quicken is redundant since it is the same as the bank statement.

We are pleased to approve the bookkeeping records of GSSWI for 2006-2007 and commend the work of Dulca Baxter, treasurer.

Yours truly,

Lynne Hossfeld

Graham Johnson

Janice Martin