Audit Committee:
Bonnie Muscutt, Alt Delegate and Chair
John Stafford, Past Delegate and Past Alt. Delegate
Kristie Anderson, Northern Representative, D1
Mary Kellogg, Central Representative, D12
Sheri Walker, Southern Representative, D19
Advisors: Chris Mowrey, NCWSA Treasurer
Volunteer: Anna P., Past DR, D23

Audit Report of the NCWSA 2015 Books
January 24, 2016

The NCWSA Audit Committee met on January 24, 2016 and reviewed the financial transactions for 2015. One of the Committee members was unable to attend so, after consulting with the Committee and the Officers, we invited Anna P., a past District Representative with financial experience, to join us to assist with the audit. We saw improvements in all documentation and accounting over last year, including all records from NoCAC.

The Treasurer provided the appropriate documents for review and answered questions, but did not choose the samples that were reviewed. Following is a synopsis of what was reviewed and the findings.

- The bank statements are balanced for all accounts. At year-end 2015, balances were $30,173.40 for the checking account (reconciled), $17,302 for the Money Market savings account, $6,327.33 for the CD Reserve Fund account and $18,978.58 for the “Pink Can” checking account.
- The Committee reviewed 12 randomly selected from 88 deposits made to the Operating (checking) account finding the documentation complete and well organized.
- We chose to review one of every ten checks chosen randomly of the 283 checks written on the checking Operating checking account for 29 checks reviewed, finding two signatures on all but one checks reviewed and very few missing receipts.
- There were a total of 40 Journal Entries and all were examined and found to be correct, though we suggest more backup documentation.
- For the “Pink Can” account, we reviewed four of the eleven checks written and found no errors or issues. Thirty-seven deposits were made and we randomly chose one per month to review. For May and July we didn’t see copies of the checks deposited; August and November the copies of checks were not in the same order as on the deposit slip, making it difficult to compare.
- For the NoCAC accounts, the documentation was greatly improved over last year. We randomly selected seven of the twenty-three checks written on the General account. The bank does not include copies of checks written so we could not check for two signatures, most checks were well documented but we found one mis-matched receipt. The deposits were much better documented this year but some of the documentation was very difficult to read or follow. All deposits reviewed were in order and matched bank records. There were five transfers between accounts, all very well documented and showed a very clear understanding of the purpose of the three NoCAC accounts. The spreadsheet provided by the NoCAC committee to monitor their accounts was excellent.
Findings and recommendations:

- The year-end reconciled balances may be slightly different from the Treasurer’s Balance Sheet for some accounts but, at the time of the audit, for each account, the reconciled amounts matched the bank statements and all was in good order. As a result of the audit, our Treasurer found and made some minor corrections and adjustments.

- We will modify the Audit forms for next year to include transfers between accounts. One was needed in order to transfer funds from the “Pink Can” account to the Operating account to pay the “Use Tax” on “Pink Can” literature ordered and transfers are required as a part of the NoCAC accounting procedures. All transfers done in 2015 were reviewed and in order.

- We will continue to work with Financial Assistants to organize their documentation better. We request that the Executive Committee, when interviewing Financial Assistants, mention the audit process and ask Financial Assistants to be kind to their auditors by providing clear, legible, well-ordered documentation.

A copy of the full audit will be sent to the Corporate Records.
I am so very grateful for an awesome Audit Committee!
Respectfully submitted,
Bonnie Muscutt
Alternate Delegate