**DELTA SIGMA THETA SORORITY, INC.**

**TAMPA ALUMNAE CHAPTER**

Internal Audit Committee Report ~ Q4 2018-2019

(April 1, - June 30, 2019)

Audit Committee Members:

Gloria Riddick Williams, Chair, Sabrina Shirley-Aiken, DeAnna Stinson

The 2018-2019 fourth quarter audit was conducted according to current guidelines and procedures outlined in Delta Sigma Theta Sorority’s most recent Internal Audit Manual.

We thank Tampa Alumnae Chapter’s current financial officers, Tiffany Conyers and Brianna Joseph for their work in preparation for the internal audit of the Tampa Alumnae Chapter’s financial records. All of the requested information was made available when requested in a timely manner. This made the examination of the records much easier for the Internal Audit Committee.

The audit covered a detailed review of the chapter’s financial records for the period April 1 through June 30, 2019. The review included a validation of income and receipts, disbursements and expenditures, members’ dues, and bank statements. Summary findings are listed below.

1. **BANK BALANCES** – The bank balances represent the amount of cash available in the chapter’s various bank accounts. Records reviewed included chapter financial reports; all bank account statements and cleared check images, validated bank deposit slips, and receipt logs

* **FINDINGS:** The audit verified that all the bank balances are accurate; that all accounts and their balances are disclosed and reconciled monthly.
* **RECOMMENDATIONS:** NONE
* **Continue the good work.**

1. **RECEIPTS VERIFICATION –** The receipts represent the total funds collected for the reporting period.

There were 35 receipts written during this reporting period. The committee randomly sampled 18 of the receipts, representing 50% of the total.

* **FINDINGS:** It was confirmed that all receipt amounts were accurately recorded and matched the bank statement deposits. All deposits were made in accordance with the sorority requirements of two (2) business days from receipt of funds.
* **RECOMMENDATIONS:** NONE
* **Continue the good work.**

1. **DISBURSEMENTS/EXPENDATURES VERIFICATION** – The disbursements (expenditures) represent the check and non-check (wire transfers, Cashier’s checks) transactions which occurred during the audit period. Validation included a review of bank statements, chapter financial reports, checkbook stubs, cancelled check images, chapter minutes, disbursement vouchers and supporting documentations. The objectives of this review are to ensure that all disbursements are recorded accurately, in a timely manner, and properly supported and approved. There were 168 disbursements during this period. The committee tested 25% or 42 of the disbursements, including 10% of the non-check disbursements.

* **FINDINGS:**  All disbursements were recorded in a timely manner. Documentation exists to support 10% of the non-check disbursements in the sample selected. *Almost all of the disbursements tested included valid supportive documentation including vouchers with invoices. However, the separation of fiduciary duties was not always observed. In one instance, there was a check written that was payable to the chapter president where the voucher* ***WAS NOT*** *signed by both financial officers. The check* ***WAS*** *signed by both the treasurer and the financial secretary as required.*
* **RECOMMENDATIONS:** Observe the separation of duties when writing checks payable to a check signer.

1. **BUDGET**

* **FINDINGS:**

The chapter does have an approved budget. The budget was adhered to during the year. Revisions were properly approved and documented.

* **RECOMMENDATIONS:** NONE
* **Continue to monitor and observe adopted chapter budget.**

1. **DUES VERIFICATION** – The verification dues is to validate that national dues are submitted to National Headquarters within thirty (30) days of receipt, credited to the correct soror, and were recorded in the correct fiscal period. Validation included a review of: receipts log of dues collected during this audit period; copies of transmittals submitted to National Headquarters during this audit period; and evidence that transmittals were closed. The committee reviewed 100% of all dues collected during the audit period. Dues for 58 members was dues audited.

* **FINDINGS:** All collected dues were sent to National Headquarters within the required

30-day time period.

* **RECOMMENDATIONS:** NONE
* **Continue the good work.**

**OVERALL AUDIT FINDINGS**

After review by the Chapter Internal Audit Committee, it has been determined that the chapter **has** satisfactory financial internal controls and the review supports the existence and utilization of these controls.

**RECOMMENDED IMPROVEMENT**: **It was found that there are many uncleared checks still carried on the ledger, some over two years old. A chapter policy needs to be developed to address the removal of outstanding checks from the ledger.**