**TAMPA ALUMNAE CHAPTER of**

**DELTA SIGMA THETA SORORITY, INC.**

Internal Audit Report ~ Q2 2019-2020

 (October 1, - December 31, 2019)

Audit Committee Members:

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

The 2019-2020 second quarter audit was conducted according to current guidelines and procedures outlined in Delta Sigma Theta Sorority’s most recent Internal Audit Manual.

The Internal Audit Committee examined the chapter’s financial records for the period October 1 – December 31, 2019. The review included a validation of income/receipts, disbursements/expenditures

and, members’ dues submitted. Also reviewed were the chapter meeting and executive board minutes for the second quarter. Summary of the second quarter is 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, 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
1. **RECEIPTS VERIFICATION –** The requirement is to review 50% of all deposits each quarter. The receipts represent the total funds collected for the reporting period including funds collected from dues, conferences, fundraising, etc. The objectives in this portion of the audit are to ensure that all funds collected are deposited within two (2) business days and that they are accurately recorded. There were 28 receipts written during this reporting period. The committee randomly sampled 14 of those receipts.
* **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. *However, in non-dues deposits, we had to cross reference the treasurer’s files with those of the financial secretary in order to trace the source and supporting documentation*.

* **RECOMMENDATIONS:** NONE
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. The requirement is to review 25% of all disbursements each quarter. The objectives of this review are to ensure all disbursements are recorded timely, properly supported/approved, and accurately recorded. Validation included a review of bank statements, chapter financial reports, checkbook stubs, cancelled check images, chapter minutes, disbursement vouchers and supporting documentations. There were 103 disbursements during this period. The committee reviewed 25% or 28 of the disbursements, including 10% of the non-check disbursements.
* **FINDINGS:** All of the disbursements included valid supportive documentation including vouchers with invoices. Disbursements were recorded in a timely manner. The separation of duties was observed. Documentation exists to support 10% of the non-check disbursements in the sample selected.
* **RECOMMENDATIONS:** NONE
1. **BUDGET**
* **FINDINGS:**

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

* **RECOMMENDATIONS:** NONE
1. **DUES VERIFICATION** – The objective of the dues verification is to validate that 100% of all members’ dues are submitted to National Headquarters within thirty (30) days of receipt, credited to the correct soror, and were recorded for 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 22 sorors were examined, including two who transferred from other alumnae chapters.
* **FINDINGS:** All collected dues were sent to National Headquarters within the required

30-day time period.

* **RECOMMENDATIONS:** NONE
* **COMMENDATIONS:** A remittance form must be completed for ALL funds received, whether, cash, check, cashiers’ check, money order, or Pay Pal, etc.

**OVERALL AUDIT FINDINGS**

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

**PROPOSED NEXT QUARTER AUDIT SCHEDULE**

* Receive financial documents no later that the first chapter meeting after the quarter ends
* Audit performed shortly thereafter **during April 2020**
* Report back to chapter at the May chapter meeting