**Q2 2018-2019 Detailed Quarterly Report**

We audited the following for the 2nd quarter:

1. Treasurer’s monthly financial reports and check book registers
2. Financial Secretary monthly reports and registers
3. Internal Controls between Financial Secretary and Treasurer
4. Bank Statements (copies of cancelled checks and deposits)
5. Treasurer’s monthly Bank Reconciliation
6. Fiscal Policy and Procedures
7. Minutes pertaining to fiscal activities
8. Disbursements – Sampling (10) vouchers
9. Budget and Budgeted line item compliance
10. Receipts – Sampling (4) receipts
11. Dues – Sampling all

**FINDINGS:**

1. Retreat was left with income 42.75. 80.52 was used from membership services to assist with the retreat –DID Presenters. (This was presented to the finance department for 1st quarter this has still not been completed)

Recommendation: Please transfer the balance of 42.75 back to membership services giving them a balance of 553.58. The entire balance should have been used from retreat before anything was taken from membership services to cover the difference.

1. December 1, 2018 Financial secretary’s receipt log - public service account does not match deposit slip. 480 should have been deposited into the public service account but 385 was only deposited into the account.
2. December 1, 2018 Financial secretary’s receipt log - regular service account does not match deposit slip. 491 should have been deposited into the regular account but 586 was deposited into this account

Recommendation: Please transfer the balance of 95.00 into the public service account to correct this. The financial Secretary’s receipt log must match the deposit.

1. Missing copies of fundraiser account deposit slips

Recommendation: Please provide all documentation needed for the audit.

1. Special disbursement form should be used for Honorariums, mileage, and when someone goes to Nationals/Regionals we have to pay for per diem and mileage. It should not be used simply if someone does not have a receipt. Check number 2565, 2362

Recommendation: Christmas/Thanksgiving donations - please be sure to make the Soror aware that she has to provide a receipt for the items purchased with this money – You could also possibly have a separate form that she fills out for a budgeted line item request.

1. Check number 2568 was written from regular account but it should have been written from public service account. This was for Christmas adopt a family for Troup County but the expense listed has hospitality. This should come from public service account.

Check number 2365 public service account and check number 2568 are for the same thing.

Recommendation: Check number 2365 has been cashed. Please verify that check number 2568 has not been cashed. If it has not been cashed it should be voided. The check should not have been written. If it has been cashed that means we went over budget for the Christmas donation and it also means that we need to find what part of the budget we will pull this form. This should be under the public service account and we will need to transfer the money back to the regular account.

1. Voucher for check number 2358 written without receipt attached.

Recommendation: Please be sure the receipts are attached to the vouchers.

1. Wire Transfer to Nationals for dues does not have proper verification with signatures.

Recommendation: Treasurer can use the wire transfer form in the fiscal officers manual – 2018 and have both Treasurer and the president to sign

1. The review of the policy and procedures showed that the following needs to addressed the
   1. online banking procedures – Page 23-24 of the 2016 Internal Audit Manual – pg 41-42 Fiscal Officers manual 2018 edition
   2. Procedures for handling cash advances
   3. Procedures for handling honorariums
   4. Procedures for handling of voided checks
   5. Procedures for disbursements made under extenuating or emergency circumstances
   6. How to handle non-check disbursements (consist of wire transfers, EFT’s, Cashier checks, etc.) – keep in mind proper approval, documentation, and authorization must exist.
   7. The description of the audit committee says three to five members – we have more members than that – Can this be adjusted in the policies and procedures.
   8. Procedures for Paypal – Page 37 of the 2016 Internal Audit Manual, Page 44-47 Fiscal Officers Manual

Recommendation: Detailed fiscal policies and procedures need to be developed, documented in the chapter’s policies and procedures which are submitted to the National Scholarship and Standards Committee, and followed by the fiscal officers and chapter members.

1. **Our chapter name needs to be added to the checking accounts and to the checks it should not just say Delta Sigma Theta, Inc.**

**Overall Findings:** After review by the chapter Internal Audit Committee, it has been determined that the chapter does have satisfactory financial internal controls and review does not support the utilization of these controls for the quarter.

Improvement recommendations: Please be sure to include all items needed to complete the audit. Please provide laptap for the 3rd quarter audit. This is for the audit committee to review the items prior to the 4th quarter for accuracy. Please be sure to provide all items by the deadline emailed to the committee. Until proper paypal procedures are setup please be sure to also include the deposit email received from paypal to the book.