



THE ORDER OF THE DAUGHTERS OF THE KING – PROVINCE III

REPORT OF AUDIT FOR FY10

Introduction

Neither the Province III budgets for 2006 through 2009 nor the budget for 2009-10 include funds for an audit. As in the past, this audit has been conducted by another Daughter familiar with bank account management/reconciliation and an understanding of how invoice/receipts are to match disbursements. This audit was conducted by Daughter, Merle Robertson, Annunciation Chapter, St. Timothy's Episcopal Church, and Washington, DC. Mrs. Robertson, a former banker, has extensive knowledge and understandings of appropriate financial practices. The Province III books were delivered to her by Brenda Neal. The audit was conducted between

Purpose

The major purpose of this audit was to verify the accuracy of the recordkeeping, balances of Provincial bank accounts and verify the integrity of the financial transactions.

Process – Current Treasurer

- Assemble and organize all financial documents
- Identification of auditor(s).
- Arrange delivery of all financial records

Process - Auditor

- Review financial documents to confirm what has been delivered
- Based on volume of documentation decide whether to conduct check/balance for each disbursement or on selected number of transactions.
- Review and verify revenue
- Review and verify disbursements
- Review and verify all account balances
- Render in writing - findings and recommendations and return documents

Findings – 2006 – 2010

- All documents reviewed
- All accounts verified
- Audit did not reveal any discrepancies for which an acceptable explanation was not obtained
- **Credit Card** – not being used; information needs to be updated; new cards issued
- **Note** – due to problems with “signature cards”, new signatures were not adjusted April 2010.

General Recommendations

- Continue annual and triennial “audits; however, recommending reference/term/expectation be adjusted to say “Review”
- Consolidate bank accounts
- Renew credit card
- Schedule a direct contact conference with Wachovia Bank Representatives to review account, consolidate account, identify strategies for improve account management
- After meeting with Wachovia Representatives – develop written policies and procedures for banking account management
- Establish a Triennial Financial Review Committee
- Establish policy and procedure for record retention and storage
- Establish a line item in budget to offer an stipend to defray expenses; token of appreciation

Submitted by:

Brenda C. Neal, Treasurer 2009 - 12

April 1 - 2, 2011