



Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter

Delta Sigma Theta Sorority, Inc. – Saginaw Alumnae Chapter (#307)
Internal Audit Committee Report
4th Quarter – For the Period April 1, 2019 – June 30, 2019
and
Fiscal Year End June 30, 2019

4Q19 Audit Report Summary and Fiscal Year End June 30, 2019 Annual Report

The Internal Audit Committee completed its review of the financial records of Saginaw Alumnae Chapter of Delta Sigma Theta Sorority, Inc. on July 8, 2019, for the period April 1, 2019 – June 30, 2019 and Fiscal Year End June 30, 2019.

The review included a 25% validation of disbursements, a 50% validation of receipts/deposits, 0% validation of PayPal transactions and a 100% validation of membership dues/information.

The chapter has policies and procedures and a financial handbook that details the financial operations of the chapter. This is a living document that the financial officers have mostly adhered to. This was the first year that the chapter had Eventbrite and PayPal and continuous updates are needed within the Financial Handbook.

No loss of the financial assets exists, and good fiscal controls were used during the period of review. 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 said controls.

Findings:

1. Deposit dates in the computer do not correspond with written receipt dates.
2. Receipts are not written in sequential order
3. Deposits cannot be easily traced from the bank statement to the financial reports
4. Deposits are not be made within the two (2) day requirement
5. Bank reconciliations are not being performed in a timely manner (within 10 days of the end of the month is normal business practice).
6. Voided checks are not entered into the computer system in a timely manner, thereby not properly reflecting account balances

Recommendations:

1. The Financial Secretary should sign and date the deposit report.
2. All reports should reflect a comprehensive description (example: Operating – Deposit Report)

Financial Handbook updates needed:

1. Petty Cash
2. Eventbrite and PayPal

Respectfully Submitted,

Kujuanna Ray
Internal Audit Chair
Saginaw Alumnae Chapter
Delta Sigma Theta Sorority, Inc.