

Delta Sigma Theta Sorority, Inc. – Saginaw Alumnae Chapter
Internal Audit Committee Report
3rd Quarter – For the Period January 1, 2020 – March 31, 2020

3Q20 Audit Report Summary

The Internal Audit Committee completed an initial review of the financial records of Saginaw Alumnae Chapter of Delta Sigma Theta Sorority, Inc. on May 31, 2020, for the period January 1, 2020 to March 31, 2020. The review included a 25% validation of disbursements, a 50% validation of receipts / deposits, a 1000% 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. There edits and updates to the Financial Handbook. The National Audit Committee has rolled out communication reminding the officers to adhere to the specified roles and responsibilities.

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 but the utilization of these controls does not exist.

Findings:

1. Deposits are being made in accordance with the sorority requirements of 2 business days from receipt of funds.
2. Deposit dates in the computer does not correspond with written receipt dates
3. Deposits cannot be directly traced from the bank statement to the financial reports
4. Bank reconciliations are being performed in a timely manner.

Recommendations:

Provide copies of the Monthly Treasurer & Financial Secretary Report

Provide a list of members who paid dues

The following items were identified

1. Vouchers must be signed and have all supporting documentation
2. Provide access to cancelled checks or images to allow for 2 signature review
3. Provide minutes from meeting where budget was approved and/or amendments
4. Treasurer must provide a treasurer report to the Audit team (in the binder implemented in Q1 Audit)

The officers must understand should there be questions regarding the audit findings

Respectfully Submitted,

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