

Memo

To: Stefan Schuber
From: June Baldwin
CC: AMWA-MAC Board Members
Date: 11/15/2011
Re: Financial Audit Report for period 6/1/2009 through 5/31/2011

Audit Period:

An audit of the financial records for the 2-year period from 6/1/2009 through 5/31/2011 was conducted on 11/13/2011 by the following participants: Evangelyn Kanabus, past Treasurer; June Baldwin, Treasurer; and Susan D'Alessandro. The paper and electronic checking account registers were audited against the receipts submitted for reimbursements, invoices submitted for payment, and documentation of deposits (ie, check stubs and receipts for deposits).

Audit Findings:

- All transactions were accounted for and supported by appropriate paper documentation.
- One check from February 2010 in the amount of \$132.95 has not cleared and is considered lost. The check will be reissued.
- During the period covered by the audit, a credit/debit card was obtained for the account, which was soon abandoned because of the record-keeping accountability problems it introduced.