

Report on ElderStudy Audit for Fiscal Year 2012-2013

As completed by Wendell Anderson

November 18, 2013

Task:

To perform an audit of the ElderStudy financial records for the period of September 1, 2012 to August 31, 2013 using documentation (deposit slips, vouchers, bank statements, invoices, and other supporting material) provided by the Treasurer.

Jobs completed:

- 1) Performed a detailed review and verification all transactions related to deposits and expenditures utilizing vouchers, statements, receipts, invoices, emails and other supportive documents. Ensured that each expenditure of monies had the associated supporting authorization.
- 2) Verified the reconciliation of each monthly bank statement (Sep 2012 thru Aug 2013). Any discrepancies (differing balances, bank fees, miscellaneous charges, etc.) were resolved by the Treasurer with the bank statements and bank book (Quicken register), and well-documented before final monthly reconciliation. The verification process was facilitated by completed forms and templates for each month.
- 3) The documentation (bank statements, Quicken reports, invoices, notes, lists, emails, letters, templates, etc.) provided by the Treasurer again allowed the above tasks to be performed with ease. Traceability of any item was easily done due to the detailed and meticulous records maintained by the Treasurer.

Conclusion:

The audit detected no errors, inconsistencies, or exceptions. Thus, the performance of the ElderStudy Financial Program remains excellent.

Respectfully submitted by Wendell Anderson on November 18, 2013 via email to President Bill Toomey and John Thompson, Treasurer.