

LVOAI Treasury Audit

Date of Audit: July 7, 2022

Dates Covered: December 2019 through June 2022

Present at Audit: Karen S, Outgoing Treasurer and professional accountant
Ellen R, Incoming Chair
Carole C, Incoming Treasurer

Summary

No major problems were discovered. There were three unaudited envelopes of receipts for meeting donations collected at the in-person Intergroup meetings in December 2019, January 2020 and February 2020. One of the three envelopes was \$1 off from the bank's deposit, in our favor. A few of the receipts were missing the corresponding receipt number, they were all matched up and the missing receipt numbers were added.

Since March 2020, all the Intergroup meetings have been via Zoom; most donations have been paid by check or PayPal. In a random review of the PayPal transfers and the amounts deposited in our Nevada State Bank account, all amounts balanced. Not collecting cash donations at the Intergroup meeting has radically simplified the accounting for the Intergroup funds.

Included in the treasurer bag was a petty cash bag containing \$113.45 of 7th tradition donations collected during in-person intergroup meetings. As there is no need for petty cash, it was decided that the funds will be deposited in the NSB account and recorded during the July 2022 monthly activity.

There were records of two uncashed checks, one paid on 6/2020 for \$108 reimbursement to Karen S for the 6-month PO Box fee due 3/31/2020, and a second paid 11/20/2021 for \$80.17 to Cheryl B for retreat prizes purchased in October 2021. Both checks will be reissued.

Recommendation: continue to document income and expenses as they have been documented to date.

Submitted: 7/9/2022