Tau Upsilon Omega Chapter

**Alpha Kappa Alpha Sorority, Inc.**

**Financial Audit Report**

**June 16, 2018**

The financial audit committee for Tau Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc., met at the home of Soror Ria Rabun-Persinger on Monday, April 30, 2018 to perform a chapter internal financial audit. The audit was performed in accordance with general accepted auditing standards.

The examination included such tests of the accounting records and other procedures. The procedure for the audit was designed to determine with reasonable, but no absolute, assurance:

* Whether the Chapter has received and used funds in accordance with designated purpose of the funds.
* Whether the Chapter is maintaining effective accounting control over assets, liabilities, receipts, and expenditures.
* Whether the records, books and records of the Chapter adequately record its financial and fiscal activities and provide a basis for review of accountability.
* Whether tests of the Chapter’s fiscal operations reveal evidence of reportable conditions, fraud or defalcation or other weaknesses.
* Whether the Chapter has complied with laws, rules and regulations.

The following records for calendar year 2017 were reviewed:

1. Tamiouchos Records

* Bank Statements
* Transmittal Records
* Vouchers
* Receipt Book
* Chapter Financial Ledger
* Monthly Reports

1. Pecunious Grammateus Records

The following records for calendar year 2016 were reviewed:

* Transmittals
* Vouchers
* Receipt Book
* Monthly Reports

1. Grammateus Minutes

Review a sample of chapter minute notes that contain Tamiouchos and Pecunious Grammateus financial balance reporting.

Overall the Tamiouchos and Pecunious Grammateus records and transactions were accounted subsequent to clarifications and explanations. The following notes and/or opportunities for improvement were identified:

**Tamiouchos:**

1. Additional documents were developed to reconcile the transactions between the Tamiouchos and Pecunious Grammateus transmittal form.
2. A new procedure/document was developed by the Tamiouchos to reconcile the monthly bank statements to coincide with the chapter’s report out date – adding efficiency in reporting.
3. Clarification was needed on two separate entries – clarified by Tamiouchos – satisfied.
4. Missing ledger entries – reviewed and corrected by Tamiouchos.
5. Recommend method to better address and record payment to Solano County Library.

**Pecunious Grammateus**:

1. Entries in the ledger (End of Year Report) for Pecunious Grammateus accounting – (i.e., Cash Receipts Journal) – were confusing and unable to reconcile.
2. Many missing transmittals. Many of these occurred when multiple Sorors were part of the transaction – no group transmittal. Another occasion when transmission of monies during the Winter Gala occurred– direct transmit to Tamiouchos without generating transmittal. Although transmittals were missing, able to reconcile all monies with bank statement or transmittal form to Tamiouchos.
3. Conduct period quality checks of financial records to assure transmittals/receipts are accountable and in an orderly fashion.
4. Conduct periodic quality checks on ledger data that generates the end of year reporting.

**Grammateus:**

The review was focused on comparing a sample of six monthly chapter minute notes to assure accurate reporting of Tamiouchos and Pecunious Grammateus financial balance for the same period.  The following was noted:

1. No noted "ending balances" mentioned for neither the P.G. or Tami reports - Sept. and October 2018 chapter meeting.
2. Omission of "March" to complete the date section in the March 2018 minutes.
3. Appears in the May minutes - a discrepancy with what is noted in the financial reports to that which was mentioned in the minutes.

As mentioned during the 2018 May Chapter meeting – the above concerns were corrected, and/or new procedures have been implemented.

**Audit Chair/Committee – Recommendations from the 2017 audit:**

1. Meet with the Tamiouchos and Pecunious Grammateus prior to performing audit to understand any changes in procedures from prior year, as well as their current protocols, systems, and forms used. – Conducted.
2. Meet with TAU Executive Board to confirm documents audited meet the expectations of the Chapter. Informed EB of upcoming audit.
3. Meet with Tamiouchos and Pecunious Grammateus and provide a draft financial report. This will allow clarification on any items prior to submitting final report to chapter – Conducted.

**Overall - 2018 Chapter Recommendations:**

* Continue to follow protocol from 2017 audit.
* Consider current protocol when multiple Sorors are involved in one transaction.
* Reporting transmissions conducted during major project events such as the Winter Gala.

Respectfully Submitted

TUO Audit Committee:

Nadine Harris, Co-Chair

Ria Rabun-Persinger, Co-Chair

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