

**Rogue Valley Genealogical Society, Inc.
Financial Review**

For Period January 1, 2019 – December 31, 2019

INTERNAL CONTROL

IN COMPLIANCE

1. Review procedures to be sure that there is a separation of duties regarding cash. Incoming money must be handled by a separate person from the person handling outgoing money and bookkeeping.
2. Verify that funds are deposited in a timely manner, approximately weekly.
3. Compare actual income and expense to budget for the period and note any large discrepancies.
4. Count petty cash and receipts to see that it is correctly handled.

ACCURACY OF RECORDS

5. See that each bank statement has been reconciled including January (after year end). Note if December checks have cleared.
6. Compare year-end bank statement to financial report.
7. Trace a sample of income items for each month back from the Financial Report, through the Cashier's report, to the copy of the receipt.
8. Check credit Card accounting.
9. Check online banking and PayPal transactions.

Recommendations:

January 1, 2019 – December 31, 2019

GENERAL

IN COMPLIANCE

- 10. Review corporate papers and Articles of Incorporation, including By-Laws and Standing Rules.
- 11. Ascertain that tax returns were filed in a timely manner.
- 12. Determine that any excess money is prudently invested.
- 13. Review board meeting minutes for the period. Note all monetary motions and ascertain that Board motions have been followed and that major expenses are authorized.
- 14. Note that checks are signed by authorized signers and audit for two signatures on checks over \$1,000.
- 15. Determine that grant money has been used only as specified in the grants.
- 16. Obtain a list of equipment (depreciation schedules) and review to see that it appears reasonable. Review the invoice(s) of any equipment purchased during the year costing \$500 or more. View such equipment.
- 17. Verify insurance coverage, including Worker's Comp, Liability and Fidelity.

Recommendations:

Reviewer's Signature:

[Signature]

Date: 11/3/2021

Reviewer's Signature:

Josothy Cotton

Date: 11/3/21

Reviewer's Signature:

[Signature]

Date:

Trustee's Signature:

[Signature]

Date: 11/3/21