

Southern Arizona AIS Audit Report

August 1, 2022 - January 31, 2023

Audit Committee members: Ellen R(member), Michelle Y (Steering Committee) and Kathy M (Steering Committee)

Authority: AIS Article V-Section 9 (Audit Committee)

Audit Committee Membership:

- To include minimum of two AI-Anon Members and one Steering Committee member

Audit Committee Charge:

- Reviewing the Southern Arizona AIS income and expenditures,
- Examining the organization's "paper trail" and reports for accuracy and thoroughness

Audit Committee shall:

- Complete the Audit Committee Checklist
- Report audit results to the Steering Committee at least twice a year to include: ○
 - Description of audit results
 - Description of remedial action taken (or recommended) to correct any concerns

Based on the Audit Committee Checklist, the committee made the following findings:

Item 1

The checkbook register contains the same information as the Chase checking account statements and summaries. Deposits were supported by worksheets.

Item 2

All reimbursements made to AIS members during this audit period were supported by appropriate documentation.

Item 3

Figures for group contributions matched those in the P&L statement. It was noted that the deposit dates and amounts did not necessarily match the Chase statement due to differences in posting dates and the fact that some contributions came in via PayPal. However, the documentation was clear on total amounts.

Item 4

A random examination of 12 expense transactions matched exactly the amounts paid.

Item 5

Savings account statement included only monthly interest payments and transfers to and from the checking account, as verified by the Chase Bank savings statement.

Recommendations

No new recommendations resulted from this audit.

Conclusion

As requested, the Treasurer provided a step-by-step checklist for this audit process. The audit results were verified and found sufficient in every area of the Treasurer's record keeping. Sue C answered our questions quickly and made corrections if necessary. We feel confident that the Steering Committee and AIS can rely on the Treasurer's reports and advice.