AIS Audit Committee Report for
8/1/2023 - 12/31/2023

AIS Audit Checklist

The committee found all items on the AIS Audit Checklist to be in order. (There were no reimbursement checks to AIS members for this period, so we did not address the second item on the checklist.) We found all accounts and amounts to be supported by the documentation required.

Committee Comments and Recommendations

The Treasurer was quick to provide the information we need, both at the start of the audit and during the process. She promptly answered questions from committee members, and she attended our second meeting in case we needed any additional explanations. We feel confident in her expertise and professionalism in her service as Treasurer.

We support the Treasurer's suggestion that a **separate** literature audit be instituted, since the literature inventory is AIS's largest asset and we currently have no system in place for checking it.

The committee recommends that the AIS Audit Checklist be revised for the next audit in the following ways:

1. Include an item for verifying Stripe payments – Treasurer can provide input about what documents would be needed for this verification.
2. The checkbook register no longer exists and has been replaced by an electronic file named "Chase 4358 Activity." To avoid confusion, replace the phrase "checkbook register" (#1) with "Chase 4358 Activity."

Attached are signed copies of our individual Audit Checklists.

Committee Members

Michelle Y
Lynda H
Hannah T