



**DELTA SIGMA THETA SORORITY, INC.**  
*A Service Sorority Founded in 1913*

Review of Financial Records  
 San Bernardino-Riverside Area Alumnae Chapter  
 Delta Sigma Theta Sorority, Inc.  
 For the period October 1, 2019 through December 31, 2019

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Summary Report

The Internal Audit Committee completed a review of the Chapter's financial records for the period of October 1, 2019 through December 31, 2020 on 07/5/2020. The review included bank balances, disbursements, PayPal, budget, receipts, and dues. **No material loss of the financial assets exists.** However we did observe opportunities for improvement.

- A summary of the observations are listed below. Detailed information and recommendations follow the remarks.

**Observations**

**Receipts**

All funds were properly receipted.

**Disbursements**

All of the checks had vouchers and dual signatures. Of the 16 disbursements reviewed two did not have proper documentation attached.

**Deposits**

All deposits tested were made within the required 2 business days of receipt.

**Membership Dues**

There were 4 membership dues received during the quarter. One was transmitted to National Headquarters within 30 days. There was three cases of dues submitted with exceptions.

**Voided Checks**

All voided checks were properly recorded and filed.

**Bank Statements**

All bank statements were reviewed by the President

**Recommendations:**

- Membership dues must be transmitted to NH within 30 days of receipts as required by Sorority's financial policy

All financial reports have been reconciled and the balances as of December 31, 2018 are accurately reflected in the financials.

Respectfully Submitted

Lisa M. Beard, Internal Audit Chair