



Delta Sigma Theta Sorority, Inc.  
San Bernardino-Riverside Area Alumnae Chapter  
"Service to Others. Make a Difference"

**Committee Name:** Internal Audit

**Chair:** Shené Bowie-Hussey

**Report Date:** December 31, 2020

**Meeting Date:** December 26, 2020

**Location:** Zoom

**Members Present:** Althea Daniel, Cherell Ward-Rucker, Shené Bowie-Hussey; **Members Absent:** none

**Next Meeting:** January 23, 2021, 11am

The Internal Audit Committee completed a review of the chapter's financial records for the period of July 1, 2020 to September 30, 2020 on December 26, 2020. The review included bank statements and balances, financial secretary and treasurer reports, finance related policies and procedures, disbursements, PayPal activity, chapter budget, receipts, and dues. A summary of the review with recommendations is listed below.

1. **Receipts:** All funds were properly receipted
2. **Disbursements:** All checks had vouchers and dual signatures.
3. **Deposits:** There were two (2) deposits tested for the quarter. One deposit was made within the required two business days of receipt. One deposit was made on the fourth business day.
4. **Membership Dues:** There were six (6) membership dues received. Five were transmitted to national headquarters within the requires 30-day period. There was one (1) case submitted with exceptions.
5. **Voided Checks:** There was one voided check, which was properly recorded and filed.
6. **Bank Statements:** All bank statements were reviewed by the president. The July 2020 statement has not been reconciled with the treasure and financial secretary reports.
7. **PayPal:** There were no transactions in the PayPal account.

**Review Recommendations:** 1) Disbursements made under extenuating or emergency circumstance should be addressed in the policies and procedures; 2) Online banking should be addressed in the policies and procedures; 3) The procedure for handling non-sufficient funds (NFS/returned checks) from the public should be clarified/addressed in the chapter policies and procedures; 4) Review June/July 2020 treasure and financial secretary reports for possible need to amend for bank statement reconciliation.

Respectfully submitted,  
*Shené Bowie-Hussey*  
Chair, Internal Audit Committee

**Beginning Budget:**

Expenses Submitted to Date: \$0

Balance: