



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:** February 1, 2021

**Meeting Date:** January 23, 2021

**Location:** Zoom

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

**Next Meeting:** TBD

The Internal Audit Committee completed a review of the chapter's financial records for the period of October 1, 2020 to December 31, 2020 on January 23, 2021. 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. Twenty-five percent of all written checks were tested. Four (4) of the 15 checks tested had dates that differed from the check registry.
3. **Deposits:** There were four (4) deposits tested for the quarter. All deposits were made within the required two business days of receipt.
4. **Membership Dues:** There were six (6) membership dues received. Four (5) were transmitted to national headquarters within the requires 30-day period. There is (1) case outstanding due National pause on payments.
5. **Voided Checks:** There were four (6) voided checks. Two (4) were properly recorded and filed. Two (2) were not included in the check registry.
6. **Bank Statements:** All bank statements were reviewed by the Chapter President.
7. **PayPal:** All PayPal transactions were properly recorded on the treasurer's report, but due to chapter Founders' Day commitment, do not show as transferred to the bank account in totality. The account is also still in the immediate past presidents name due to the Founders' Day commitment that began last quarter.

**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) PayPal account needs to be transferred/updated to the current chapter president as soon as possible.

Respectfully submitted with no expenses,

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