

Third Quarter 2023 Audit Stone Creek Veterans Association (SCVA)

Dates Performed: 10/25/2023

Performed by: Charles Raiford, Finance Committee Member

Source: Documents provided by John V. Dohman, 2023 Quartermaster for SCVA and July, August and September 2023 Regions Bank Statements.

Criteria:

SCVA By-Laws, Article V Financial.

- A. Financial records will be maintained for a period of seven (7) years.
- B. Expenditures not otherwise budgeted or approved by a vote of the general membership shall be limited to **\$200.00**.
- C. Financial records should be audited on a quarterly basis by an individual(s) other than those elected to the Board. The results of the audit will be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.
- D. Cash and Inventory Control Procedures. Financial records, including petty cash and inventory, should be audited on a quarterly basis by the finance committee. Cash and inventory should be maintained by the Quartermaster, (QM).

Background:

This audit covered financial information during the 3rd quarter of 2023. There were four different methods of tracking funds. The Quartermaster monthly report, Regions' bank statements, SCVA's check register and source documents.

Summary of Work Performed:

Part 1. Financial Records.

- 1. I reviewed the Region Bank statements dated 31 July 2023, 31 August 2023 and 30 September 2023 and reconciled them to supporting documentation provided by John V. Dohman, Quartermaster. All documentation was provided, including copies of checks, Check Register, Monthly QM Reports for all 3 months, Regions Bank deposit receipts, and source documents for miscellaneous receipts.
- 2. Regions Bank statements were complete and reflected the deposits and checks
- 3. The Check Register is confusing, but I was able to reconcile most of it with the bank statements.
- 4. No significant irregularities were noted.

Part 2. Petty Cash: Petty Cash is now being monitored.

Part 3. Inventory: An inventory of equipment belonging to SCVA will be conducted our next meeting

Observations:

No observations.

Recommendations:

1. Continue as discussed in the last audit report.
2. Let me know if you can see any other way to improve the Quartermaster position.

Thank you for trusting me to tract our association's assets. If you have any questions, I can be reached via e-mail at craiford@embarqmail.com or by phone at 352-629-3909.

Charles Raiford,
Financial Committee, Auditor

Third Quarter 2023 Audit Work Papers (Reconciliation)

July 1, 2023

Check Date	Posted Date	CHECK # or DEPOSIT #	ITEM	PENDING	DEPOSIT AMOUNT	CHECK AMOUNT	BANK STATEMENT	SOURCE DOCUMENT	CHECK REGISTER	BANK STATEMENT	QUARTERMASTER REPORT
	07/01/23		Beginning Quartermaster Balance				6,642.67	✓	✓	✓	✓
	07/01/23		Beginning Bank Balance				6,517.67	✓	✓	✓	✓
	07/14/23	1076	Jeff Wallis -			(74.94)	6,442.73	✓	✓	✓	✓
	07/14/23	112	Deposit - Jar Donations		34.00		6,476.73	✓	✓	✓	✓
	07/14/23	113	Deposit - Dues		155.00		6,631.73	✓	✓	✓	✓
	07/14/23	124	Deposit - 50/50 \$35 SCVA & \$35 donated for Flag Lights		70.00		6,701.73	✓	✓	✓	✓
			Ending Bank Balance		259.00	(74.94)	6,701.73	✓	✓	✓	✓
			Total Pending Items	0.00		0.00					
			Pending Balance				6,701.73	✓	✓	✓	✓
			Beginning Petty Cash Balance				125.00	✓	✓	✓	✓
			Ending Petty Cash Balance				125.00	✓	✓	✓	✓
			Grand Total				6,826.73	✓	✓	✓	✓

August 1, 2023

Check Date	Posted Date	CHECK # or DEPOSIT #	ITEM	PENDING	DEPOSIT AMOUNT	CHECK AMOUNT	BANK STATEMENT	SOURCE DOCUMENTS	CHECK REGISTER	BANK STATEMENT	QUARTERMASTER REPORT
	08/01/23		Beginning Quartermaster Balance				6,826.73	✓	✓	✓	✓
	08/01/23		Beginning Bank Balance				6,701.73	✓	✓	✓	✓
	08/11/23	96	Deposit		137.00		6,838.73	✓	✓	✓	✓
	08/11/23	1077	Jeff Wallis			(74.94)	6,763.79	✓	✓	✓	✓
			Ending Bank Balance		137.00	(74.94)	6,763.79	✓	✓	✓	✓
			Total Pending Items	0.00		0.00					
			Pending Balance				6,763.79	✓	✓	✓	✓
			Beginning Petty Cash Balance				125.00	✓	✓	✓	✓
			Ending Petty Cash Balance				125.00	✓	✓	✓	✓
			Grand Total				6,888.79	✓	✓	✓	✓

September 1, 2023

Check Date	Posted Date	CHECK # or DEPOSIT #	ITEM	PENDING	DEPOSIT AMOUNT	CHECK AMOUNT	BANK STATEMENT	SOURCE DOCUMENTS	CHECK REGISTER	BANK STATEMENT	QUARTERMASTER REPORT
	09/01/23		Beginning Quartermaster Balance				6,888.79	✓	✓	✓	✓
	09/01/23		Beginning Bank Balance				6,763.79	✓	✓	✓	✓
	09/13/23	1078	Papa John's Pizza			(257.57)	6,506.22	✓	✓	✓	✓
	09/15/23	1079	ISC Community Assoc-			(35.00)	6,471.22	✓	✓	✓	✓
		116	Deposit		1,986.00		8,457.22	✓	✓	✓	✓
			Ending Bank Balance		1,986.00	(292.57)	8,457.22	✓	✓	✓	✓
			Total Pending Items	0.00		0.00					
			Pending Balance				8,457.22	✓	✓	✓	✓
			Beginning Petty Cash Balance				125.00	✓	✓	✓	✓
	09/13/23		Pizza Delivery tip			(50.00)	75.00	✓	✓	✓	✓
	09/15/23		Replenish Petty Cash			75.00	150.00	✓	✓	✓	✓
			Ending Petty Cash Balance			25.00	150.00	✓	✓	✓	✓
			Grand Total				8,607.22	✓	✓	✓	✓