

12 Oct 19

From: Raul Silva, HSC Auditor  
To: Home and School Club Board

Subj: Treasurer Audit

1. An audit was conducted on 5 Oct 2019 on the HSC Treasury. The audit covered the period July 2018 through June 2019. This audit also serves to close out Sarah Anthony and Heather Murphy duties as Co-Treasurers and transfer the custody of the treasury to the new co-treasurers, Lisa Hilldoerfer and Ian Bruce.
2. The audit covered the HSC's financial records, e.g. Requests for Reimbursement, bank statements, etc.
3. The HSC Treasury was very well managed and there were no major findings or discrepancies. There were, however, a few areas of note. They were:
  1. There are a several large cash deposits being made throughout the year. Under the current practice only one person signs/submits a "H&SC Deposit Reconciliation Form" with the cash. I recommend that for cash deposits greater than \$100 we have a second signature on the form to verify the cash amount being deposited.
  2. Cash withdrawals are being made as "seed money" for the various HSC fund raisers. There is no direct evidence to show that these funds/amounts were re-deposited back into the account. I recommend that two deposits be made after a fund raiser. One to show the return of the "seed money" and the second to show the actual amount raised.
  3. A DVD was purchased (\$32.86) for the Movie Night held in May 2019. Since it is HSC property I was wondering where is the DVD currently located? I recommend that for future Movie Nights that the movie be rented.
4. Please contact me if you have any questions.

/s/  
R. Silva