

# Delta Sigma Theta Sorority, Inc.

*Austin Alumnae Chapter*

*Committee Reporting Template*

**Committee Name:** Internal Audit

**Committee Chair(s):** Julie Dixon-Cartwright

**Committee Members:** Julie Dixon-Cartwright and Ollie White

**Committee Report:** (limit 500 characters)

## Q1 Summary Audit Report:

The Internal Audit Committee completed a review of the financial records of the Austin Alumnae Chapter (AAC) of Delta Sigma Theta Sorority, Incorporated for Q1 (the period of July 1, 2021 through September 30, 2021).

The review included a 50% validation of deposits and receipts (22 receipts), 25% validation of checks disbursed, 10% validation of non-checks disbursed, and 100% validation of membership dues (18 membership records) collected during the period (45 disbursements).

The chapter had \$5,394.15 in disbursements (expenses), \$6,124.95 of gross receipts (revenue) and 340 financial members at the end of Q1 (FY2021-2022).

## Q1 Summary Findings:

Good fiscal controls were used in Q1. Financial reports correctly represent the financial status of the chapter's assets. All calculations were reconciled. Balances, as of September 30, 2021, are accurately reflected in the financial records. The IA committee was able to confirm the use of safe practices as follows:

- 1) Receipts for transactions made during Q1 (FY2021-2022).
- 2) Documents and logs for disbursements with corresponding invoices for Q1 (FY2021-2022).
- 3) Bank statements and logs from the Financial Officers of savings, money market and checking account balances for Q1 (FY2021-2022).
- 4) Adherence to budget line items and the chapter's policies and procedures for Q1 (FY2021-2022).
- 5) Separation of fiduciary responsibilities for Q1 (FY2021-2022).

A copy of the Detailed Audit Report along with the Internal Audit work papers and Red Zone submittal receipts have been provided for the chapter's records.

## OVERALL AUDIT FINDINGS:

"A" - After review by the Chapter Internal Audit Committee, it has been determined that the Austin Alumnae chapter has satisfactory financial internal controls, and the review supports the existence and utilization of these controls.

**Recommendation(s) to Executive Board:** (limit 500 characters)

None

**Next month's activities:** (limit 500 characters)

None

**Volunteer Activities (include Date/Participants/Time):** (limit 500 characters)

None

**Signature of soror making the committee report:**

*Julie Dixon-Cartwright*

**Date of report to Executive Board/Chapter:** 12.4.2021

**Date/Time of next scheduled committee meeting:** Tentative - 1.10.2021/TBD

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[Compliance Audit Reports Quarterly Audit Report View Quarterly Audit Report](#)

- ▼ Austin Alumnae (0161)

**Mailing**

**Address:**  
PO Box  
301273  
Austin, TX  
78703-0022

**Membership Intake Address  
(Seasonal/Address for MI Materials):**  
PO Box 301273  
Austin, TX 78703-0022

**Primary Advisor (Collegiate) or  
President Address:**  
PO Box 301273  
Austin, TX 78703

**Phone:**      **Website:** [www.dstatx.org](http://www.dstatx.org)

**Tax ID  
(FEIN):**      **Email Address:**  
746062995      dstatxnews@gmail.com

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After selecting year, scroll to the right to select View Report.

Fiscal Year 2021-2022 ▼

Quarter Q1 ▼

View

1 of 1

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▣ **General Information**

**Report for Audit/Fiscal Period**

**Quarter:** Q1  
**Year:** FY2022  
**Chapter Name:** Austin Alumnae  
**Chapter Number:** 0161  
**Chapter iMIS ID:** 286798  
**Chapter Tax ID:** 746062995  
**Chapter Type:** Alumnae  
**Chapter Region:** SW  
**Chapter President:** Robin Blackmon  
**Chapter Audit Chair:** Julie Dixon-Cartwright  
**Last Training/Workshop - Internal Audit Verification** Internal Audit for Compliance  
**Chapter Mailing Address:** PO Box 301273  
Austin, TX 78703-0022  
**Number of Financial Members:** 340  
**What were the Chapter's Expenses for the quarter?** \$5,394.15  
**What were the Chapter's Gross Receipts for this quarter?** \$6,124.95  
**Date Submitted:** 11/29/2021  
  
**Number of Disbursements Reviewed for Period:** 10

**☐ Bank Accounts**

Type of Account	Institution Name	Account Number	Checkbook Balance	Account Balance	This Ac has been Closed
SAVING	Austin TELCO Federal Credit Union	00-108782	\$16,087.78	\$16,087.78	False
MM	Austin TELCO Federal Credit Union	50-108782	\$17,279.68	\$17,279.68	False
CHECK	Austin TELCO Federal Credit Union	80-108782	\$102,628.52	\$102,628.52	False

**☐ Disbursements**

Check #	Date	Payable To	Voucher Exists?	Dual Signature?	Separation?	Documentation?	Re
4047	7/25/2021	Kimberely Perkins	YES	YES	YES	YES	
4049	7/25/2021	Mandy Rena Scott	YES	YES	YES	YES	
4053	7/25/2021	Shereea Johnson	YES	YES	YES	YES	
4059	8/5/2021	Montemayor, Britton Bender	YES	YES	YES	YES	

Check Number	Date	Checkee Name	Checkee P.C.	Approved	Reconciled	Deposited	Recorded
4062	8/21/2021	Demitra Alexander		YES	YES	YES	YES
4063	8/21/2021	Robin Blackmon		YES	YES	YES	YES
4064	9/8/2021	Damita Taymullah		YES	YES	YES	YES
4065	8/21/2021	Shelby Henderson		YES	YES	YES	YES
4068	9/8/2021	Jacqueline Habersham		YES	YES	YES	YES
4071	9/22/2021	Tiffany Holmes White		YES	YES	YES	YES

**Additional Disbursements (If Provided)**

Of the checks selected:

How many checks had appropriate vouchers?	10
How many checks had two (2) authorized signers?	10
How many checks were made payable to the check signer?	0
How many checks had appropriate documentation?	10

**Receipts**

Date Received on Financial Secretary's Log	Date of Bank Deposit	Difference in Days	Source of Deposit Properly Reflected on Treasurer's Report	Amount of Deposit Accurately Reflected on Treasurer's Report	Remarks
7/5/2021	7/7/2021	2	YES	YES	
8/9/2021	8/9/2021	0	YES	YES	
8/9/2021	8/11/2021	2	YES	YES	
9/8/2021	9/8/2021	0	YES	YES	
9/20/2021	9/21/2021	1	YES	YES	

Of the deposits selected:

How many were not made within 48 hours of receipt?	0
How many did not have the proper source identification?	0
How many did not reflect the proper amount?	0

**Check Signers**

Name	Position
Anita Daniels	Financial Secretary
Demitra Nichelle Alexander	Treasurer

Delta Sigma Theta Sorority, Inc.

Robin Blackmon

Treasurer

President

**Bonded Members**

Name	Position
Robin Blackmon	President
Anita Daniels	Financial Secretary
Demitra Nichelle Alexander	Treasurer
Tennille S. Terry-Thomas	Financial Secretary Assistant
Deborah Shaw-Boatner	Treasurer Assistant

**Member Dues**

Soror's Name	Matches Financial Secretary's Receipt Log	Date National Dues Received	Date National Dues Sent to Headquarters	Days to Remit	Comments

**Overall Findings**

After review by the Chapter Internal Audit Committee or their designee, it has been determined that the chapter:

Has satisfactory financial internal controls and the review supports the existence and utilization of these controls

Assisting Soror:

Chapter:

Contact Info:

Delta Sigma Theta Sorority, Inc.  
1707 New Hampshire Ave, NW  
Washington, DC 20009

[technologyservices@deltasigmatheta.org](mailto:technologyservices@deltasigmatheta.org)

(202) 469-4700

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**GENERAL INFORMATION:**

**Today's Date:**

**Chapter Name:** Austin Alumnae Chapter

**Chapter Number:** 161

**Chapter Mailing Address:** P.O. Box 301273, Austin, TX 78703

**Region:** Southwest

**Chapter President:** Robin Blackmon

**Chapter Audit Chair:** Julie Dixon-Cartwright

**Number of Financial Members:** 348

**Chapter Tax ID (EIN):** 746062995

**Quarter:** Q1

**Sorority Year:** 2021 - 2022

**Total Number of Dues with Exceptions for period**

(See Analysis below)

0

**Total Number of Disbursements reviewed for period**

(See the **REMINDER** on Disbursements - II tab.)

10

**Total Number of Receipts reviewed for period**

**Note:** The word "Receipts" is referring to the number of DEPOSITS

(See the Receipts - II tab.)

9

**What were the chapters Disbursements (Expenses) for this quarter?**

(Use the Treasurer's reports to calculate this amount)

\$ 5,394.15

**What were the chapters Gross Receipts (Revenues) for this quarter?**

(Use the Treasurer's reports to calculate this amount)

\$ 6,124.95

**REVIEW 100% OF MEMBER DUES.**

1. How many dues did not have the correct amount paid prior to submission? \_\_\_\_\_ 0
2. How many dues were remitted to HQ over 30 days? \_\_\_\_\_ 0
3. How many dues had details on transmittals which did not match the Financial Secretary's records? \_\_\_\_\_ 0
4. How many dues were submitted prior to funds clearing? \_\_\_\_\_ 0
5. How many dues were submitted prior to receiving the local dues? \_\_\_\_\_ 0

**Total Number of Dues with Exceptions**  
(Enter this amount where indicated in the **Red Zone**)  
0

(See the Overall Findings tab for guidance)

- vA.** After review by the Chapter Internal Audit Committee or their designee, it has been determined that the chapter has satisfactory financial internal controls and the review supports the existence and utilization of these controls.
- B.** After review by the Chapter Internal Audit Committee or their designee, it has been determined that the chapter has satisfactory financial internal controls but the review does not support the utilization of these controls.
- C.** After review by the Chapter Internal Audit Committee or their designee, it has been determined that the chapter does not have satisfactory financial internal controls and the review supports the lack of their existence

**Chapter President**

Robin Blackmon  
*Print First and Last Name*

*Robin J. Blackmon*  
*Signature*

512.944.4731  
blackmon.pres@gmail.com  
**Telephone & Email Address**

**Chair, Internal Audit Committee**

Julie Dixon-Cartwright  
*Print First and Last Name*

*Julie Dixon-Cartwright*  
*Signature*

512.774.2367  
dstatx.audit@gmail.com  
**Telephone & Email Address**

**Primary Advisor Name:**

**Primary Advisor Email Address:**

Date the Audit was completed?

11/9/2021

Date the Summary Audit Reports was read at the Executive Board meeting?

11/16/2021

Date the Summary Audit Reports was read at the chapter meeting?

12/4/2021



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## Compliance Audit Reports Quarterly Audit Report Step 1: Submit General Info/Bank Accounts

▾ Austin Alumnae (0161)

**Mailing Address:** PO Box 301273  
Austin, TX 78703-0022  
**Phone:**  
**Tax ID (FEIN):** 746062995

**Membership Intake Address (Seasonal/Address for MI Materials):** PO Box 301273  
Austin, TX 78703-0022  
**Website:** [www.dstatx.org](http://www.dstatx.org)  
**Email Address:** [dstatxnews@gmail.com](mailto:dstatxnews@gmail.com)

**Primary Advisor(Collegiate) or President Address:**  
PO Box 301273  
Austin, TX 78703

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Overview	Selection	Enter Information	Validation	Receipt
Step: Receipt Step: Receipt <a href="#">Go To Task Center</a> <ul style="list-style-type: none"><li>Title Quarterly Audit General</li><li>Description</li><li>Batch # 211129I-000-269</li><li>Transaction # 1623894</li><li>Date Submitted 11/29/2021 7:27:43 PM</li><li>Submitted By DIXON-CARTWRIGHT, JULIE</li></ul>				
Step: Receipt Step: Receipt <a href="#">Go To Task Center</a>				



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## Compliance Audit Reports Quarterly Audit Report Step 2: Submit Receipts

▾ Austin Alumnae (0161)

**Mailing Address:**

PO Box 301273  
Austin, TX 78703-0022

**Phone:**

**Tax ID (FEIN):**  
746062995

**Membership Intake Address (Seasonal/Address for MI Materials):**

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**Website:** [www.dstatx.org](http://www.dstatx.org)

**Email Address:**  
dstatxnews@gmail.com

**Primary Advisor (Collegiate) or President Address:**

PO Box 301273  
Austin, TX 78703

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Overview	Selection	Enter Information	Validation	Receipt
<p>Step: Receipt Step: Receipt Summary Center</p> <ul style="list-style-type: none"> <li>Title Quarterly Audit Receipts</li> <li>Description</li> <li>Batch # 211129I-000-293</li> <li>Transaction # 1623924</li> <li>Date Submitted 11/29/2021 7:50:09 PM</li> <li>Submitted By DIXON-CARTWRIGHT, JULIE</li> </ul> <p>Step: Receipt Step: Receipt Go To Task Center</p>				



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## Compliance Audit Reports Quarterly Audit Report Step 3: Submit Disbursements

▾ Austin Alumnae (0161)

**Mailing Address:** PO Box 301273  
Austin, TX 78703-0022  
**Phone:**  
**Tax ID (FEIN):** 746062995

**Membership Intake Address (Seasonal/Address for MI Materials):** PO Box 301273  
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**Website:** [www.dstatx.org](http://www.dstatx.org)  
**Email Address:** [dstatxnews@gmail.com](mailto:dstatxnews@gmail.com)

**Primary Advisor (Collegiate) or President Address:**  
PO Box 301273  
Austin, TX 78703

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Overview	Selection	Enter Information	Validation	Receipt
Step: Receipt				
Step: Receipt				
Go To Task Center				
<ul style="list-style-type: none"><li>Title Quarterly Audit Disbursements</li><li>Description</li><li>Batch # 211129I-000-343</li><li>Transaction # 1623941</li><li>Date Submitted 11/29/2021 9:13:52 PM</li><li>Submitted By DIXON-CARTWRIGHT, JULIE</li></ul>				
Step: Receipt				
Step: Receipt				
Go To Task Center				



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## Compliance Audit Reports Quarterly Audit Report Step 4: Update Check Signers

▾ Austin Alumnae (0161)

**Mailing Address:**

PO Box 301273  
Austin, TX 78703-0022

**Phone:**

**Tax ID (FEIN):**  
746062995

**Membership Intake Address (Seasonal/Address for MI Materials):**

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**Website:** [www.dstatx.org](http://www.dstatx.org)

**Email Address:**  
dstatxnews@gmail.com

**Primary Advisor (Collegiate) or President Address:**

PO Box 301273  
Austin, TX 78703

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Overview

Selection

Additional Info

Validation

Receipt

Step: Receipt  
Step: Receipt

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Please allow 10 minutes for transaction to process.

### Summary

- Batch ID 211129I-000-328
- Created By DIXON-CARTWRIGHT, JULIE
- Date 11/29/2021
- Trans Count 3

Transaction Number	Request	New Officer	Effective Date
1623957	Check Signer	Robin Blackmon	7/1/2021
1623958	Check Signer	Demitra Nichelle Alexander	7/1/2021
1623959	Check Signer	Anita Daniels	7/1/2021

Step: Receipt  
Step: Receipt

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## Compliance Audit Reports Quarterly Audit Report Step 5: Submit Member Dues

▾ Austin Alumnae (0161)

**Mailing Address:** PO Box 301273  
Austin, TX 78703-0022  
**Phone:**  
**Tax ID (FEIN):** 746062995

**Membership Intake Address (Seasonal/Address for MI Materials):** PO Box 301273  
Austin, TX 78703-0022  
**Website:** [www.dstatx.org](http://www.dstatx.org)  
**Email Address:** dstatxnews@gmail.com

**Primary Advisor (Collegiate) or President Address:** PO Box 301273  
Austin, TX 78703

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Step: Receipt  
Step: Receipt  
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### Summary

- Batch ID 211129I-000-334
- Created By DIXON-CARTWRIGHT, JULIE
- Date 11/29/2021
- Trans Count 0
- Total Amount \$0.00

Transaction Number	Request	Affected Member	Attachment Count	Effective Date	Amount
No records to display.					

Total Amount:

Step: Receipt  
Step: Receipt  
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## Compliance Audit Reports Quarterly Audit Report Step 6: Submit Overall Findings

▾ Austin Alumnae (0161)

**Mailing Address:**

PO Box 301273  
Austin, TX 78703-0022

**Phone:**

**Tax ID (FEIN):**  
746062995

**Membership Intake Address (Seasonal/Address for MI Materials):**

PO Box 301273  
Austin, TX 78703-0022

**Website:** [www.dstabx.org](http://www.dstabx.org)

**Email Address:**  
dstabxnews@gmail.com

**Primary Advisor (Collegiate) or President Address:**

PO Box 301273  
Austin, TX 78703

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Overview	Selection	Enter Information	Validation	Receipt
<p>Step: Receipt Step: Receipt <a href="#">Go To Task Center</a></p> <ul style="list-style-type: none"> <li>Title Quarterly Audit Overall Findings</li> <li>Description</li> <li>Batch # 211129I-000-339</li> <li>Transaction # 1623969</li> <li>Date Submitted 11/29/2021 9:03:46 PM</li> <li>Submitted By DIXON-CARTWRIGHT, JULIE</li> </ul> <p>Step: Receipt Step: Receipt <a href="#">Go To Task Center</a></p>				



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