Committee Name: Internal Audit

Committee Chair(s): Julie Dixon-Cartwright

**Date/Time of meeting (MM/DD/YYYY):** 2/21/2023

Attendees: Ollie White, Valerie Baker, Sandra Willis, and Julie Dixon-Cartwright

Committee Decisions: (limit 500 characters) The Committee members met via Zoom on 1/11/2023 to briefly discuss the kickoff of the 2nd quarter audit session and divided the duties. The committee will continue to meet as needed.

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| **Q2 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 the 2nd quarter, which spans from October 1, 2022 to December 31, 2022.  The validation included:   * 50% of receipts (54) * 25% of check disbursed (10) * 10% of non-check disbursed (3) * 100% of membership dues collected during the period (8)   The chapter had $20,815.60 in disbursements (expenses), $14,599.26 of gross receipts (revenue) and 303 financial members at the end of the period.  **Q2 Summary Findings:**  The fiscal controls provided in quarter 2 were good. Financial reports correctly represent the financial status of the chapter’s assets. The chapter’s bank balances were reconciled monthly and transactions were recorded accurately in the financial records. The IA committee was able to confirm the use of safe practices for:   * Receipts * Disbursements * Bank statements * Budget line items and * Adherence of the chapter’s policies and procedures   A copy of the Detailed Audit Report has 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)

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| None |

Next month’s activities: (limit 500 characters)

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| None |

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

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| None |

Signature of soror making the committee report: \_\_ Julie Dixon-Cartwright\_­­­­­­

**Date of report to Executive Board/Chapter:** \_2/21/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/Time of next scheduled committee meeting:** \_To Be Determined (TBD)\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_