

Memorandum

To: Administrative Board - via Joshua Stager

Date: 11/18/2024

From: Participating Audit Team Members (Steve Liday, KarLynn Shatto, Brent Beck)

Re: CAC Audit from January 2024 - June 2024

Bank Reconciliations

- Bank Account is current in reconciling (reviewed by Steve & KarLynn)
- Two check signatures sampled on amounts over \$2,000, as well as appropriate endorsements (reviewed by Steve, KarLynn, Brent)
 - Check #11507: \$100,000.00 - Kapok Care
 - Check #11529: \$2,356.88 - Thyssenkrupp Elevator
 - Check #11536: \$2,284.75 - Nick Charbonnier
 - Check #11628: \$3,500.91 - The Canby Center

Payroll Tax Report

- Reports filed on timely basis (reviewed by Steve, KarLynn, Brent)

Great Commission Fund

- Money is sent each following month. There was a single delay of two months when there was difficulty getting the correct report numbers. (reviewed by Steve, KarLynn, Brent)

Financial Statements

- Verified on a sample basis that invoices support expenses paid (reviewed by Steve, KarLynn, Brent)
- Validated financials in annual report trace back to accounting records (reviewed by Steve)

Cash Receipts

- Counting Slip is signed by two individuals and matches Bank Deposit Slip
 - Sampled two dates - 5/26/2024 & 6/23/2024 (reviewed by Steve)

Please let me know if there questions or concerns - Steve Liday, Audit Team Leader

C: Mel Yamase, Jenny Schuening, Rick Ellis, Melinda Beck