

Brief Internal Audit – December 2011

13 December 2011

For the records of the President of the League of Women Voters of Pullman. Elinor McCloskey and Karen Kiessling met at the home of Pullman League Treasurer Joan Folwell on Wednesday, December 13, at 1 pm to conduct a brief internal audit of the bookkeeping procedures in place.

Joan Folwell had provided for us a summary sheet of all the financial transactions to date in this fiscal year. Karen Kiessling selected an item at random - the deposit of one membership dues payment and a \$500 donation from Natalie Clark, longtime League member. She asked for all of the materials relating to that deposit. Bank statements were produced verifying the deposit of the stated amount as well as the bank deposit booklet listing checks by number and amount. We thus had several ways to verify the check, tally with the bank deposit copy and then see the amount listed on the bank statement.

Elinor McCloskey chose a different item and the details of that payment were secured and verified. This example was a payment for voter service materials, specifically the pencils handed out at the Lentil Festival Parade in August of 2011. The check stub was produced for the amount and the bill produced for the pencil order. In this case the order was paid for by the Voter Service Chair Diane Smerdon who received the pencils and submitted the statement she had paid for reimbursement to her.

Joan also showed us the spreadsheet she maintains on the computer for tracking League expenses in a variety of ways and explained the process she uses to send Education fund checks to the state education fund treasurer and the verification of receipt of those checks she requests and receives from Annette Holcomb the treasurer of the state education fund.

Karen Kiessling and Elinor McCloskey found that the treasurer keeps careful and accurate records of the money entrusted to her. We appreciated the opportunity to discuss various budget and recording issues that pertain to the role of the treasurer of a volunteer organization whose prudence in internal matters such as these are an important adjunct to the care all members practice in public matters relating to the image of the League.

Respectfully submitted, Elinor McCloskey, former Treasurer, League of Women Voters of Pullman
Karen Kiessling, current Director, League of Women Voters of Washington