

Budget and Finance Committee

Audit Sub-Committee

Monday, March 27, 2023

To: Terry Hostetler, HGA Treasurer

Bill Archambault, HGMD Treasurer

From: Bev Havens, Chair – Audit Sub-Committee

Committee Members: Karen Gold, Karen Kasprzak, Rita Lusk, Karen McClaury, Barbara Schneller and Karyn Simon

The Audit Sub-Committee met on Monday, March 27, 2023 at 9:00 AM to review February 2023 paid invoices. The review was based on the nine steps outlined in the Joint Procedure JPM B-3.

Total checks written and validated: 109. Total checks disbursements: \$411,287.03.

Total ACH transfers validated: 25. Total ACH disbursements: \$99,442.40.

Each page of the check register for February 2023 was initialed by the Chair, Bev Havens. All checks were accounted for. These copies will be retained by the CFO for the auditors.

Findings: All vendor payments were verified and properly authorized. All checks were accounted for.

Questions: None

Last month Karyn Simon and I audited all 3 Petty Cash drawers, and they all balanced to the penny.

Our next meeting will be Monday, April 24, 202 at 9:00 AM to audit March 2023 payments.

Bev Havens, Chair

CC: Jon Rea, CEO

Jerry Counts, CFO

Evelyn Ybarra