

San Antonio Al-Anon Information Service (SAAIS)

Audit for 2021 to 2023

The audit of the San Antonio Information Service (SAAIS) financial records was conducted on February 16, 2024 by Irma Mellon and Lynn Starkey. The following report is the findings and recommendations from this committee.

Finding: 9-5-22 on cover sheet was the mailing charges for stamps or postage?

Finding: 9-11-22 reimbursement for items does not include reimbursement for taxes on items purchased.

Finding: 9-11-22 No receipt for the vegan plates - was the total of \$1755 inclusive of the vegan plates or was the \$15 per plate a separate costs

Finding: 9-11-22 Receipt for speaker's meal for \$59 does not have a receipt for backup

Finding: 9-28-22 A receipt for condiments purchased we were charged \$6.99 because the order did not meet the minimum.

Finding: 9-15-23 receipt for reimbursement is not legible; can't identify what was purchased. The total amount of \$18.67 is not listed in the items that were reimbursed.

Recommendations:

- ✓ All reimbursement requests include a Cover Sheet explaining items purchased and reason/use.
- ✓ A calculator tape be attached when numerous items are purchased so that it is easier to find what charges are being claimed.
- ✓ When recording the deposit slip for contributions write the name of the group and ID# on the deposit slip this would eliminate the need for an a print out of the contribution for each deposit.

The SAAIS Liaison to the Area World Service Committee (AWSC) expenses should be submitted after each meeting. That would be four (4) per year. Even if the Liaison does not want reimbursement the expenses should be submitted and paid to the Liaison. The Liaison may then return the payment back to the SAAIS as a contribution. This is an important financial responsibility of the SAAIS and is a big portion of the annual budget.

Recommendations: It is our recommendation that the SAAIS conduct an annual audit instead of a three year audit. This is for the benefit of the Treasurer as well as the SAAIS.

Commendation: Kermit keeps very organized records.

Irma Mellon

Lynn Starkey