

## EHS PTSA – Mid Year Financial Review Committee

*Members: Bobbie Conti, Sudy Karuthodiyil , Patience Djeuji , Leanne Brodzinski*

### Report

- Books were split up among the four (4) committee members
- Each member tackled a principal section of the Mid-Year review, for those sections they could work in silos (e.g., reconciling Bank Statements against the monthly reconciliation sheets, or checking that checks were not made out to “cash” and had two signatures, etc.).
- Cross-book verifications (E.g., checking the expenses against the bank statements) everyone shipped their books to the next stage and that member did the cross-check.
- The committee met virtually on 17 January and completed the bulk of the audit, after which there was some ancillary checking back and forth.

The books have been found in order and all requirements are met. A few recommendations for future made.