

Documented or Undocumented

There were many things noted on the monthly treasurer reports to the Board without supporting documentation in the files.

This Financial Review report contains only the documented income and expenses with the following notes and exceptions:

- ✓ We found the merchandise sales sheets prepared by coffee hosts and others poorly completed, difficult to read, incomplete and rarely signed. We did the best we could to reconstruct those income records.
- ✓ There is no record of coffee income. There were used coffee envelopes included in the files but they had no useful information on them. For coffee income we used the numbers from the treasurer's monthly reports to the Board.
- ✓ We did consider handwritten notes, illegible receipts showing the amount on the attached voucher and emails that requested reimbursement of expenses as documented expenses.
- ✓ Membership income was only documented by the numbers provided by the monthly membership reports. There were no membership application forms in the files to double check.