

To: MARSCNA Regional Committee

From: Ad hoc Campout Audit Team

Date: November 1, 2022

RE: Regional Campout 2021-2022 Audit

Dear Regional Family,

The campout audit has been prepared per our findings and for your review. We were not able to acquire all the items that were requested. We requested minutes, invoices, inventories, receipts, etc. in August and September. We finally received minutes but not all receipts or inventories. We allowed ample time for requested items to be submitted to this team.

We proceeded on the date shown above with the audit and information that we had in our possession. We were advised by the Chairperson of the Regional Campout that they were new and not experienced in a lot of areas. We reviewed the file folder that consisted of prior campouts receipts and information that could have been utilized as a guide to assist this committee. The regional policy also assists in providing information for each subcommittee and their duties too.

Below are the items that have been recorded in the checkbook and recorded in the minutes for 2021-2022.

**Debit Transactions – Not campout related**

- \$15.49 (Netflix) – 7/27/22
- \$41.00 (Norton Animal Hospital) – 5/23/22
- \$23.17 (E Holme) – no invoice to verify – 5/20/22

These items need to be reimbursed to the committee.

**Stop Pay Checks**

#216 - \$416.20

#217 - \$ 42.29

Both checks were written to Printful Inc. and voided. Invoices were provided but no information in the minutes regards to the reason(s) why voided and if were paid through another form of payment.

The specific checks noted below in this report do not have any types of receipts &/or invoices to verify monies spent.

**Check #213**

- Check written for \$1000 for t-shirts order. There is no invoice for this t-shirt order and monies that were spent. Inventory list was not provided, and minutes are not clear on the exact number of shirts sold and monies made for this specific order.

#### **Check #214**

- Check written for \$150 for Campout deposit for an extra day. Invoice was not provided for this expenditure.

#### **Check #215**

- Check written for \$300 gas reimbursement to a committee member. Receipts were not provided for this expenditure. This was voted on by the committee to provide travel expenses. The minutes referenced 992 miles in travel.

#### **Check #218**

- Check written for \$1507 to Elite Advertising for merchandise. Invoice(s) were not provided for this expenditure.

#### **Check #219**

- Date written 5/20/22 in the amount of \$800 to Dusty Clark for food for July Campout. The final campout minutes of 7/3/22 referenced that \$511.41 was spent and \$168.59 was turned into the treasurer. Food/Supply receipts were not provided to verify the monies spent. The amount of funds turned back over should have been \$288.59 in lieu of \$168.59. The receipt book that is in the file folder was not utilized to show the exact monies turned in by Dusty either.

#### **Check #221**

- Check written for \$300 gas reimbursement to a committee member. Receipts were not provided for this expenditure.

There are discrepancies in the minutes vs number of deposits that were made and the amount that was noted.

The minutes recorded and one invoice indicate monies that are to be paid to vendors, but no records of checks written and/or receipts showing that payments were made. This is for merchandise and DJ.

Receipts were not provided to individuals for monies turned in for sales or return of funds.

No records of merchandise inventory, e.g., cost of items &/or items sold. Minutes refer to t-shirt sales and monies collected but no receipts were written and recorded for verification purposes.

Minutes recorded in July 2022 recorded Auction totaled, \$2904. There is no auction inventory list to verify this.

The final deposit was counted a few times by more than one individual before deposit was made. When the deposit was presented at the bank the amount was \$318.75 less.

Check #224 will need to be voided. This check was to be given to MARSCNA for the campout donation, but the money line and legal line differ. Also, the donation amount will need to be revised. This check is attached to this report and has been voided and recorded void in the checkbook.

The treasurer did not record any deposits into the checkbook. The only deposit that was noted was the final deposit which is incorrect.

#### SUMMARIZATION

This audit allowed us to see the lack of basic accounting principles with the checking account and accountability of monies. The committee was not diligent in maintaining proper records in money going out or money coming in. We pinpointed certain items within this report to allow transparency for this body to see.

We have attached the minutes, receipts and invoices that were provided to this committee for audit purposes.

The current balance is \$7425.89, and all checks have cleared the bank. If the committee makes the decision to subtract the seed money of \$2500, the donation to MARSCNA will be \$4925.89.

We hope this report is to your satisfaction and provides enough information for your comments &/or decisions moving forward.

Respectfully,  
Matt M.  
Angie B.  
Jacob K.