

Results

In the month since I began my review, I have not yet received the requested information as to the selected disbursements over \$200. This includes the approval by the Chairman for payments between \$200 and \$500, as well as any evidence of approval in the Executive Committee minutes for payments over \$500. It appears that the internal controls of the organization are not being applied as designed.

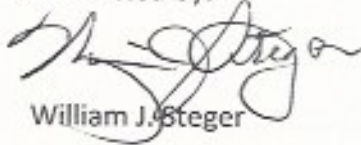
The bank reconciliations appear to have been accurately made. The check registers and the income/expense comparisons also appear to have been accurately prepared. Additionally, the required Campaign Finance Reports were properly prepared from the supporting financial records.

Recommendations

The Treasurer and Chairman need to ensure that their understanding of the internal controls of the Committee are in fact what has been approved by the Committee. My review of the By Laws of the Committee revealed no language as to the approval of invoices for payment, by either the Treasurer or the Chairman, such as was described to me. The By Laws of the Committee should be reviewed for the purpose of clarifying this matter.

Additionally, the Treasurer, as the individual responsible for maintaining the books and financial records of the Committee, should not have check signing authority. A basic premise of a sound system of internal control includes a segregation of duties between receiving and approving an invoice, recording the transaction, and signing the check for payment.

Submitted by:

A handwritten signature in black ink, appearing to read "William J. Steger", written over a printed name.

William J. Steger

March 22, 2016