

Audit Committee Final Report to the LCAHS Board of Directors

April 3rd, 2023

In accordance with the Lake Charlotte Area Heritage Society's terms of reference for the audit committee, the 2023 committee was struck consisting of three board members and two additional volunteers from the society membership. As required, the committee held three meetings, two via Zoom and one in person meeting at the Society's offices. All members were provided with access to the 2022 general ledger, journal, bank statements, credit card statements, Paypal and Shopify statements, and other requested documents. Because of the large volume of information, the work was divided equally among the team.

A list of questions was devised by the Committee and submitted to the Executive Director. Documentation for specific items such as expense claims and credit card receipts was requested and made readily available. Documents were thoroughly reviewed at our in-person meeting. The Executive Director was present for at least a portion of all three meetings and provided prompt and detailed answers to all questions. The Committee has come up with a brief list of recommendations to help make better use of the ED's time going forward.

Following a preliminary audit and review of the Draft 2022 financial statements, as provided by our professional accountant, the Audit Committee made several suggestions for changes we wanted to see made. To the best of our knowledge the current documents include those recommendations.

The Audit committee is satisfied that the financial status and quality control of the LCAHS is in good order and would like to commend the ED for her management of a complex budget. We would also like to thank Thea for her cooperation and assistance during this audit process.

Respectfully submitted,

Lois E Miller, Society Member

Dolores Wilmshurst, Society Member

Darrell Boutilier, Society Director

Darlene Meade, Society Treasurer

Kristy Sanders, Society Chair