

**MDMLG Auditor**

**Annual Report**

**8/1/23 – 7-31-24**

I received the financial records consisting of the following: banks statements, register, PayPal transaction reports, reimbursement request forms, and bank deposit slips from Andrea Rogers-Snyr, MDMLG Treasurer. The audit was conducted September 4, 2024, and the period of the documents covered August 1, 2023 through July 31, 2024.

Check numbers included 1666 through 1678. Deposit receipts matched the bank statements, the check sequence was in order and all checks in the above range were accounted for. There were no check stubs this year, but the check amounts match the register and the bank statements. PayPal deposits and transfers matched the documentation from the register and the bank statements. Register matched all paperwork and statements.

Reimbursement forms were mostly complete and all were accompanied by receipts or alternate documentation where appropriate. Discrepancies to the above statements are listed below.

The checking account balance, per the bank statement as of July 31, 2024 is $8,183.21.

Form 990-N e-postcard was filed electronically for the 2023 tax yenar. The SOM non-profit filing fee was paid by MCLS in October 2023.

Discrepancies:

Check 1671: the speaker honorarium agreement specifies $100 but payment was for $50. No correction or update needed here, but for future reimbursements, ensure the amount on the agreement matches the final payment.

Payment reimbursement request for the Jot subscription, paid 6-10-24, was not fully completed. The payment amount was missing from the form. The debit card payment matches invoice. Ensure reimbursement requests are fully completed in the future.

As of July’s bank statement, Check 1678 has not yet been cashed and is outstanding. Auditor for 2025 will need to verify this check on the August 2024 statement during the next audit.

Needed Corrections:

The Dreamweaver subscription payment on 3-24-24 does not have accompanying paperwork. Please provide Reimbursement Request form and payment receipt.

Respectfully submitted,



Jill Turner, Auditor, MDMLG