

Report on the Conclusion of the Internal Audit

Our Internal Audit concluded on 13 October 2019. This Report is presented to the Board for consideration. It is the recommendation of the Internal Audit team that no discernible irregularities were discovered and that the statement of accounts readily retrievable via Integrity USA's accounting software are an accurate reflection of the finances of the organisation.

Our review was undertaken, because of instability with the composition of the officers of the Board. A transition period occurred as new officers were appointed. Now stable, the Board wished to have comfort that the accounts were in order. Our review spanned the period between 01 January 2019 and 30 September 2019, the transition period. Our review was undertaken by The Reverend Frederick C. Clarkson, Treasurer, and Paul Horner, Vice President for National Affairs. Both officers are newly in place and disconnected from any previous officers. Therefore, we concluded that the risk of connected activities unknown to the Board is highly improbable.

Our review found that Integrity USA holds one and only one bank account. No movements on account were made to another account held by the organisation. Therefore, we concluded that the risk of unknown payments (i.e. payments made from another account held in the name of the organisation) is highly improbable.

Our review found that the bank statement is integrated with Intuit QuickBooks accounting software. That integration presents zero outstanding unreconciled entries. Therefore, we conclude that the risk of unknown payments (i.e. those payments made but not yet applied to a vendor/supplier) is highly improbable.

Our review considered bank statements for the period between 01 January 2019 and the present date, 13 October 2019. Virtually all transactions are of a recurring nature. The list of regular vendor/suppliers includes:

	Vendor/Supplier	Amount
1	Intuit Payment Solutions	\$20.00
2	Intuit Payment Solutions	\$19.95
3	Intuit Payment Solutions	\$9.95
4	T-Mobile	\$75.45
5	Intuit Payment Solutions	\$63.75
6	Network for Good	\$84.21
	Monthly Total	\$147.96

During the same period of 01 January 2019 to 30 September 2019, only ten non-recurring transactions were presented. These transactions were:

	Vendor/Supplier	Date	Justification	Amount
1	The Consultation Service	13 March 2019		\$400.00
2	Travellers Insurance	21 March 2019		\$19.00
3	Integrity/Houston	16 May 2019	Local Chapter	\$1,161.35
4	Integrity/Palm Beach	16 May 2019	Local Chapter	\$180.00
5	UPS Store	24 July 2019	Shipping of records to the new Treasurer	\$148.43

6	Best Buy		12 August 2019	Capital expenditure for a computer for the Board and used by the Secretary and Director of Communications	\$1,412.38
7	USPS		12 August 2019	Post office box	\$52.00 *
8	Office Depot		14 August	Office supplies for records retention (i.e. filing).	\$98.59
9	Nancy M. Urrechenga		20 September 2019	Records retention service provider	\$500.00
10	Nancy M. Urrechenga		20 September 2019	Records retention service provider	\$76.91
					\$4,029.66

(*) This amount was initially issued for \$5,200.00 and later returned as an erroneous bill payment.

During the same period of 01 January 2019 to 13 October 2019, deposits comprised:

- Ten deposits made before the new Treasurer was installed. All ten occurred on 01 March 2019, totalling \$1,861.90. The range of deposits comprised: \$10.00 to \$777.00.
- Two deposits made on 23 May 2019 for \$273.95 and \$10.00.
- Six deposits made on 26 June 2019, totalling \$1,406.30. The range of deposits comprised: \$50.00 to \$661.30.
- A deposit made on 16 July 2019 for \$5,200.00. (reversing erroneous bill payment) A deposit made on 22 July 2019 for \$10.00. A deposit made on 5 August 2019 for \$30,038.64 was made, an amount received as a bequest for which we are exceedingly grateful.
- Two deposits made on 6 August 2019 for \$663.20 and \$50.00.

We, the Officers appointed to undertake the Internal Audit, respectfully present our findings. We discovered no discernible irregularities. We believe the accounts, readily retrievable from Integrity USA's accounting package, Intuit QuickBooks, to be an accurate reflection of the financial position of the organisation.

Respectfully yours,

The Reverend Frederick C. Clarkson
Treasurer

Paul Horner
Vice President for National Affairs