To all members of the ASSP Connecticut Valley Chapter:

The annual internal audit of our expenses and financial reports has been completed. The audit committee consisted of Nathan Fague (Past President, Communications Chair, Scholarship Chair and Chapter Historian), Kevin Galotti (President-Elect), and Elizabeth Velky (Secretary).

**Process:**

Each member of the committee was given a week to review all documents provided in a shared digital file by Walt Tucker (Treasurer). The committee then had a conference call to review the financial reports and voice any concerns. During the call, the committee conducted several additional spot checks on specific expenses. The committee audited all expenses and financial reports from April 2019 up to the present. The balance of all chapter funds in April of 2019 was $34,556.33. The balance at the time of that audit was $37,467.19.

**Suggestions:**

The committee made two suggestions to the Treasurer to make the audit process easier in the future.

The first suggestion was regarding recurring fees that do not have receipts. These fees include web hosting fees, the registration fee with the state Department of Revenue Services, etc. The committee suggested that the treasurer creates a handwritten receipt to be filed with the respective month’s receipts to help make the audit process easier.

The second suggestion made by the committee was concerning how paperwork was filed. The committee suggested filing all receipts and bank statements in the same folder, by month, to make the audit process easier.

**Summary:**

The committee concluded that all expenses were substantiated and allocated properly. There were also no mathematical errors found. The committee is confident that the management of the chapter finances has been handled in an honest and legitimate manner. The two suggestions made were merely make the audit process run a bit smoother.

Thank you to the members of the audit committee for volunteering their time to complete this task. Also, thank you to our Treasurer, Walt Tucker, for his attention to detail and overall outstanding performance in his role with the chapter. The continued dedication Walt gives to our finances is critical to the success of our chapter. Thank you Walt!