



BOARD REPORT OF THE AUDIT COMMITTEE

August 18, 2018

The Audit Committee met at 7:00 PM on May 16, 2018 at the conference hotel, the Crown Plaza at SeaTac. Financial records for the Operating, Nancy Fortin Scholarship and Doris Stansell Leadership Fund accounts were reviewed and found to be in order. As a result of the WSSMA Annual Budget for May 21, 2018 to May 20, 2019 being passed at the 2018 House of Delegates, the budget will run from one annual conference to the next rather than matching the fiscal tax year.

Gregory LaCombe, CPA at Sweeney Conrad, P.S. will file an automatic extension by September 19th for the WSSMA IRS Tax Form 990-EZ covering the tax year May 1, 2017 – April 30, 2018. This will extend the due date to March 15, 2019. Copies of bank statements, payment vouchers and other supporting documents for that tax year can be brought to the next Audit Meeting.

The Audit Committee will meet next sometime in October. Members of the committee will be polled at this Board Meeting to determine a date. All accounts will be reviewed, with a focus on the 2018 Conference Committee bank account and other conference records. The Conference Chair and Comptroller for the conference are on the Audit Committee already and should plan to attend this meeting. The Audit Chair will contact those holding the financial records for the Nancy Fortin Scholarship and Doris Stansell Memorial Leadership Accounts to ensure the records are available for audit. Information on Quickbooks versions will be presented to committee members for input.

Nancy L. Marshall-Young, CMA (AAMA)

Nancy Marshall-Young, CMA (AAMA), Chair

Judy Adkins, CMA (AAMA)

Rhiannon Drake, CMA (AAMA)

Diane Goracke, CMA (AAMA), CMT, Treasurer's Agent

Doreen Hoch, CMA (AAMA), Vice President

Claire Houghton, CMA (AAMA), Treasurer

Francie Mooney, CMA (AAMA)

Sue Rodenberger, CMA (AAMA)

Janice Sappingfield, CMA (AAMA), President, Ex-Officio