

March 14, 2021

AUDIT RESPONSE TO SIESTA KEY KIWANIS CLUB TREASURER

To the best of my ability, I checked the backup documentation to the bank accounts for the Siesta Key Kiwanis club and found that there was sufficient documentation and accounting for the cash, checks and credit card transactions for the 2019-2020 club year.

I checked most of the Operating expenses and revenue transactions, without doing a detailed reconciliation for the weekly lunches as this was too time consuming and it appeared that the Treasurer had adequately documented and reconciled these weekly lunch receipts very well.

I also checked 75% of the Foundation expenses in terms of the checks written to various organizations.

I believe the accounts to be accurate and free of any issues. I am not a CPA however, and only performed this audit as a volunteer member of the club with financial analyst /budget analyst background, but not as a certified audit professional.

Recommendations:

- Have one other person from the Board legally added on the club bank account and have them take a periodic look at the transactions each month.
- Continue to pay by person for the lunches, to avoid difficult and time-consuming reconciliations, also to end the overpaying for lunches.
- Continue to document the accounting using excel / or Google Sheets, but add tabs to one master file so that it all ties together more easily.
- At this time, I do not think it is necessary to invest in an accounting software package. Perhaps later if the club grows and there are more transactions.

Connie Starkovs

Former Treasurer of the Kiwanis of Manasota Club