

**February 26, 2023**

**San Diego County Intergroup of Overeaters Anonymous Internal Audit**

Audit Committee:

Maureen Ceccarelli (Current Intergroup Treasurer)  
Elizabeth Brave (Past Intergroup Treasurer)  
Kathy Hirsch (Current Intergroup Chair)  
Beth Faber Jacobs (Member at Large)

The Audit Committee first met in October 2022 to discuss the audit. Liz said that she needed to get access to the QuickBooks accounts and take a random sampling to audit. We also realized that the budget had to be approved before we could go on with the audit.

The revised budget was approved at the February Board meeting. The Audit committee reconvened on February 23, 2023. Beth FJ was not present.

Robin Soth (bookkeeper) provided Liz with access to our QuickBooks and Liz took the random sampling as previously discussed. She found a few issues that needed to be rectified.

1. The CD that is no longer funded should be made inactive.
2. The Retreat Committee checking account should be made inactive.
3. The PayPal deposits for 2022 were off \$11.34 because the report was sometimes cut off before the last day of the month in order to get the month-end reports to the treasurer for the board meeting report. The way to correct that is to always wait until the end of the month to report the PayPal donations so they reconcile with the monthly PayPal statement. Robin has implemented this new procedure in 2023. We decided it was OK to give the financial report to the board a month late.
4. Robin has reported that we are now using a new procedure for reporting PayPal donations which ensures that donations are recognized the month in which they occur rather than when the funds are transferred to the checking account.
5. No adjustment will be made for the 11.34 PayPal fee discrepancy.
6. It was also pointed out that, ideally, there should be a better system of checks and balances on the money that comes into the PO Box. We are looking into the possibility of getting an account at the USPS that sends photos of all incoming mail to the treasurer. That way there would be two sets of eyes on the donations.

Thank you,  
Maureen Ceccarelli