

Berks County Kennel Club

Audit Report
February 16, 2023

To the Board of Directors of the Berks County Kennel Club:

An Audit Committee was formed to review the organization's records per the bylaws of the Club and met on Sunday, February 12th 2023. This committee consisted of Judy Swanson, Kate Kurtz and Christine Kitsch (chair). Al Staudt, Treasurer, was also available for input.

Since a review was performed in August 2022 (due to the change in Treasurer) for the months of January 2022 through April 2022, this current Audit committee reviewed the books from May 1st, 2022 through December 31st, 2022.

The committee found several transactions that were not supported with receipts, but considers them customary and in line with the club budget and activities.

They are as follows:

#1324-ARL-June program (\$25.00)
1325-Lower Heidelberg PD-AADD (\$75.00)
1326-Liberty Fire Company-AADD Donation(\$150.00)
1327-Nick Reading-AADD Booth Winner (\$50.00)
1328-Berks 4-H Dog Club-AADD Booth (\$50.00)
1329-Benjamin Kopicz-AADD DJ-(\$250.00)
1343-BCTV Annual Donation (\$1000.00)
Visa/Debit-GoDaddy-Website (\$103.92)

We also noted two checks that are still outstanding from 2021, these checks are deemed to be low risk, but should be dispositioned by the Board.

Recommendations:

1. That the two outstanding checks be cancelled/voided at the Club's expense
2. That all club transactions be documented with appropriate receipts/statements
3. That the Go-Daddy account be updated with the current club treasurer's contact information for future expenditures/transactions

All other transactions were found to be in order.

Respectfully,

Christine Kitsch, Chair
Kate Kurtz
Judy Swanson
Al Staudt

