

The **project team** will have the following members appointed by the President Elect/President:

- At least 3 members, but no more than 5
- At least 1 member must be an active past president (but did not serve as President during the year being audited), 1 REALTOR not serving on the Board, and at least 1 member must be a National Affiliate. The current Treasurer and President-Elect may be present to address questions by the task force but may not participate in the audit.

Project Team Chair: *MIKE ARTELLI*

Project Team Members: *VANESSA MUSILLO, SHANNON DEAN, GINA McTERNAU,
NATALIE DERRICK*

Date of Audit: *02/23/2023*

REVIEWED	ATTACHED	INFORMATION
✓	✓	Review and understanding of Network's Financial Policies and Procedures Manual.
✓	✓	Confirmation that network is in compliance with its Financial Policies & Procedures
✓	✓	Review Standing Rules to ensure Network is in compliance
✓	✓	Budget – Confirmation of networks tracking budget versus actual
✓	✓	General Ledger - Bank Statement & Paid Bills - Bank Reconciliation
		Verify taxes submitted for previous year
✓	✓	On completion of Audit, Project Team will provide feedback to the Membership via Board Members and sign off on Audit
		Guide for Treasurer
✓	✓	Ensure all check and payments have related receipts and are coded in the right category.
✓	✓	Ensure account has been reconciled for the period being Audited Update your Accounts Receivable/Aging Accounts
✓	✓	Make sure all checks received are deposited timely and per Standing Rules timeframes Print Paypal and/or square activity report
✓	✓	Provide Bank Statement for Reserve Account (If any)

Date: 02/23/23

Circle 1. Quarter 2. Quarter mid-year 3. Quarter end of year

Network Name

S

SPACE COAST

Active Past President
REALTOR
National Affiliate
Other Members

NATALIE DERRICK
VANESSA MUSILLO
SHANNON DEAN
GINA McTERNAN

Chairman:

MIKE ATELLI

Findings

ALL RECEIPTS & PAYABLES & DEPOSITS ACCOUNTED FOR.

Recommendation

N/A

Reason

N/A

Signature:

