

Southern Association for Institutional Research
Audit Committee Report
September 18, 2012

Committee Members:

Karen Gentemann (chair), George Mason University
Ross Griffith (past chair), Wake Forest University
Michelle Hall, Southeastern Louisiana University

Documents Reviewed:

- SAIR Audit Committee Report for 2011
- Financial statements for 2011
- Bank statements for 2011, copies of select cancelled checks and receipts
- Investment statements for 2011
- 2011 Conference Hotel contract and invoice
- 2011 federal tax return
- 2012 review from outside consultant on financial records for calendar years 2010 and 2011

Findings:

Although the Committee found numerous instances of discrepancies when examining the various documents, these were either resolved through emails from Bethany Bodo, current SAIR treasurer and Ruth Salter, past treasurer or they were deemed minor and not noteworthy.

Quarterly reports and tax returns were not prepared in a timely manner, e.g. quarterly reports were found to be dated about two months after the end of the respective quarter. Tax returns have been filed after the deadline for at least the last two years.

Recommendations:

Based on this review and in the spirit of encouraging good practice with SAIR finances, the Committee has the following recommendations:

1. The Committee recommends that a financial audit by a qualified consultant and external to the Treasurer's institution be conducted within at least 6 months of a new treasurer taking over.
2. The Audit Committee should be renamed the SAIR Financial Review Committee. The members of this committee are not certified auditors, but can serve a useful purpose by reviewing financial documents and recommending good financial practices. A name change may require an amendment to the By-Laws.
3. The timeliness with which bills are paid and deposits made should be improved as recommended in last year's report.
4. Tax returns should be filed by April 15 and quarterly statements should be distributed to the Board as soon as possible, but no later than three weeks after the close of the quarter.
5. All checks should carry the notation "Void after 90 days," a recommendation made in last year's report. A record of un-cashed checks should be maintained.
6. Continue the practice of reporting in the Annual Report only financial transactions that have been cleared by the financial institution during the respective calendar year.