



Friends of Anastasia State Park

AUDIT COMMITTEE MEETING - 23 February 2016 – MINUTES

In accordance with the bylaws of our CSO – Reference ARTICLE VIII Section 8.1.5 Audit Committee an Audit Committee was appointed by our President Greg Adams. The 2016 Audit Committee members are Rich Gallik Vice President and Karl Holland Director.

On 23 February 2016 the Audit Committee met with Doug Imshaug, Treasurer at the Anastasia State Park's Administrative Office. Mr. Warren Poplin the Anastasia State Park Manger was in attendance.

At our 16 February 2016 General Meeting we used a “blind draw” to select the month that would be reviewed at this Audit Committee meeting. We selected **NOVEMBER 2015** and Doug Imshaug was asked to bring finance records for that month which would be reviewed in detail by the AUDIT COMMITTEE.

The documents provided by Doug to the committee for review are attached to this document.

The meeting was started at 11:00 am.

We reviewed the documents provided – starting with the “**Itemized Categories – Nov 2015**” which is from our Quicken software and shows Income & Expenses for the month of November. Doug explained that he uses this document to prepare the next three work sheets that are in an Excel program. These sheets are sent to the CSO Board prior to the monthly meeting.

Karl asked Doug to explain why the details under “**KEY 110 Membership**” are slightly different than what is reported in the Quicken form. Doug explained that the totals in the Excel report are “rounded” to whole dollars and a slight variation is possible.

We asked about the entries at “**1081 Merchandise – Revenue**”. Doug explained and showed where this was from the purchase of a Friends of Anastasia shirt for \$25 from member Sally Cowan and how this transaction is reported on the forms.

Included in the package are statements from Harbor Community Bank, two checks, and our PayPal statement. It should be noted that the CSO Board also receives the Harbor Community Bank and PayPal statements from Doug prior to our monthly meetings.

We reviewed the other entries for November and found everything to be accurate and without a need for future discussion.

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Doug reported that copies of all CSO finance records are also available in a book that is maintained by Renee Market our ParK Service Specialist at the Park Administrative Office.

We also stated that any member of our CSO can attend our monthly general meeting and have access to our financial records. Also at our Annual Meeting we always disclose our Financial Report to the membership.

At our next CSO General Meeting I will mention that the AUDIT COMMITTEE met and we reviewed these financial records and found everything to be accurate and in order. Thank you Doug for your fine work.

Meeting adjured at 11:45am.

Minutes submitted by,

Richard Gallik Vice President – Friends of Anastasia State Park CSO

23 February 2016