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## 2011 Audit Committee Report

March 5, 2012

The books were prepared for review by Treasurer, Jill Turner and given to Marilyn Kostrzewski, Audit Committee chair for assessment.

An audit was performed on the books from Jan. 1, 2011 through Dec. 31, 2011 by Marilyn Kostrzewski. The records are in excellent order and documentation on all MHSLA account activities was well organized within the binder, with each procedure having its own labeled section. It appears all suggestions from the 2010 audit were instituted, resulting in excellent paper trails.

The documentation of banking activities, monthly statements and checkbook register are all in balance and accounted for.

There is one outstanding check, number 827, written to World Orphans as a 2011 conference reimbursement.

The ending amount on the December 2011 statement reconciles with the year end amount of the checkbook plus the amount of the outstanding check.

The 2010 Federal tax paperwork was filed on March 8, 2011 and accepted, the organization bonding protection was paid on May 12, 2011, Michigan non-profit status fee was filed on November 21, 2011, Survey Monkey was renewed on Jan. 27, 2011, and the web-hosting fee was renewed on April 27, 2011 with all supporting documentation available.

The 2011 audit was completed with the books being in good order and no adjustments or correction necessary at this time.

Respectfully submitted by,

Marilyn Kostrzewski, BSN, MLIS