

## **Godwin Choral Booster Annual Audit Meeting Notes**

**7-20-2016**

Meeting call to order: 7:03 Attendees: Alice Key, Lisa Bingan, Judi Ohde, Cathy Crews, Trish Palmer, Laurie Welch, Johnell Ashe, Jen Harper.

2014 Audit reviewed by committee members in accordance with Choral Booster By-laws' mandatory document protocol. All documents accounted for and in order of checklist.

### **Treasurer Report: Judi Ohde**

The 2015 banking statements provided. All deposit and expense vouchers reviewed and found in compliance with By-law requirements.

Copies of booster minutes and prior year's audit with annual financial reports found compliant.

All financial documents agreed with end of the year statements.

Checkbook balance as of June 30, 2016 is 15,051.99.

All previous minutes approved, separation of funds met, 3 authorized signers for checks, cash receipts verified, no funds diverted to private accounts, deposits made promptly, no loan of funds made, documentation of vendors provided, no checks for cash, no blank checks signed, and all expenditures made by check and verified.

Audit guidelines met and Audit signed.

### **General Matters for 2016**

First Booster meeting set for September 19, 2016.

Need to find an individual to "Shadow" Elleen Papa as replacement for "Program Ads".

Committee voted to change budget category name Concert Flowers to Shout-outs for reporting.

District Auditions will be held at Godwin High School.

Alice suggested the Boosters find an underclassman's parent to head-up banquet instead of senior parent. Johnell Ashe will assist the individual selected.

Judi Ohde will provide budget for September meeting to be voted on by attending members.

Please ask other chorus participant parents to join us. We need underclassman parents involved.

Meeting adjourned at 9:35.