

Pre-Audit Report-

Date: September 22, 2020

Due to COVID restraints the standard annual audit of the Indiana Land Title books of record has not been conducted. An in-person meeting of the committee is scheduled in mid-October.

A tertiary review of the general accounting records has been conducted by the Chair of the Audit Committee to verify that the banking records, accounts, bank account reconciliations, and cash balances as reported on the Balance Sheet as of 8/31/2020 are reconciled and cash balances are accurate.

The Huntington Bank Operating account with a posted balance of \$161,813.12 on 8/31/2020 is reconciled through 9/7/2020. All statements and reconciliation are online and available for review. The reconciliation was completed on 9/7 through 9/7. In the future, the through date should be 8/31 to force a to statement balance reconciliation. However, the account is reconciled and all funds accounted for.

Signature Cards were available in Ledger Docs indicated that David Smessaert, Vice President, Michael Schmitz, Treasurer and Bethany Paden, Executive Director have authority to sign on the account. No changes are required at this time.

The Huntington Bank Money Market account with posted balance of \$180,970.68 on 8/31/2020 is reconciled through 9/7/2020. The account is reconciled and all funds are accounted for. A signature card was not immediately available in Ledger Docs.

An audit with Watermark and the committee to review-

- 1.) Income and Expense posting and account accuracy.
- 2.) Payables approval process
- 3.) Payroll taxes withholding, payment and reporting
- 4.) Review and make recommendations to the Ledger Docs structure
- 5.) Review check stock or the elimination thereof
- 6.) Credit Card statements and authority

Is tentatively scheduled for October 12th.

As submitted-

David P. Smessaert- Audit Committee Chair