

# **Financial Review Committee**

## **Gillian Burnett and Laura Weller**

We met on February 20, 2021 to review the 2019/20 financials for SD57 DPAC Prince George.

We determined the best way to proceed was to examine a sample. We thoroughly examined the financials for November 2019 and February 2020. Our findings have led to the following recommendations:

- Cheque stubs to be provided for the committee in the future.
- All revenues should have some kind of documentation to back them up. For example, a printout from Eventbrite.
- The cheque # should be written on all receipts to assist the reviewers in matching receipts to cheques.
- When no supporting documentation available (as for BCCPAC membership reimbursements), a copy of the minutes and the PAC names with cheque #s should be kept.
- When personal items are combined with DPAC expenses on the same receipt, only the DPAC expenses should be reimbursed.
- Ensure digital copies of receipts or pictures are legible.