



## Minutes of the Republican Executive Committee Member Audit Special Meeting September 19, 2023

Meeting called to order by Chairman Kenny Nail at 5:08 pm

Pledge of Allegiance

23 members present

### 1. Audit

- a. Due date was March 31<sup>st</sup>
  - i. Some REC's also have not filed
  - ii. Our REC audit has now been filed
- b. Butch thanked Mike Kliff and Dave Hall for all their work on the audit as well as Russell Ansley and Chad Miller (and office staff)
- c. Audit was started Feb. 2023 and took an enormous amount of time
- d. Treasurer Russell Ansley came in March so he did not do any of the recording of 1<sup>st</sup> quarter which was the first quarter the audit committee started looking at
- e. Example of error: \$1k expense on the 1<sup>st</sup> quarter report is reported 2x's. This is incorrect
  - i. Brian Mast gave \$1k for the fair; it was recorded as an expense when the check was written to the fair and then again when it cleared the bank
- f. Another example: Butch compared the checks deposited to the account, compared to the SOE
  - i. There is a \$200 check from Butch for her sign but it was not listed on the SOE
  - ii. \$1k check to SLC Fair is reported twice
  - iii. There doesn't appear to be an issue with the REC account, just the reporting to the SOE
- g. If a donation is made, must give name, address, occupation for the SOE report
  - i. Russ was unaware that WinRed summary donations could not be entered as a lump sum
  - ii. WinRed does not auto populate the person's info into a report so it must be entered manually. This did not happen.
  - iii. This was not caught until Jan. 2023
- h. We must balance the checking account to the SOE report
  - i. After the audit, SOE shows we have \$638.48 more than we should. Originally we were off by \$14k
- i. The plan moving forward is to improve our accounting/SOE procedures. Butch is requesting a manual of procedures for current and future organization

- j. Mike Kliff stated the REC must up its game with the auditing. Bookkeeping is not good. BOD should get reports each month; members should also know where we stand
  - i. No blame laid
  - ii. Software is available that can track events, set and track budget and it talks to the SOE report; WinRed imports into the software
- k. Kenny looked at the by-laws and he is able to authorize this software purchase in the budget
  - i. \$3k/year cost
  - ii. There is a free 30 day trial
  - iii. Kenny asked for volunteers to help Russ with data entry
- l. Kenny would like to shut down the REC Headquarters office as he would rather use that money to get Republicans elected
- m. Amy Decker asked if the \$638.48 difference was attributable to the Clay Shoot. Kenny stated it could be an error from anywhere. It is not attributable to the Clay Shoot

Meeting adjourned at 5:40 pm