

AUDIT COMMITTEE
B.W. HARRIS ALUMNI ASSOCIATION-USA, INC.

AUDITOR'S REPORT

TO: THE EXECUTIVE BOARD, B. W. HARRIS EPISCOPAL SCHOOL ALUMNI ASSOCIATION-USA, INC.

We have audited the accompanying financial report(s) of the Tri-State Chapter of the B.W. Harris Alumni Association-USA, Inc. as of June 6, 2017, comprising the chapter's statement of receipts and expenses covering the period June 2016 and July 2016, as well as invoices, receipts and expenses for the 24th Annual Convention, hosted by the chapter during the eight-week period under review. These reports and statements are the responsibility of the B.W. Harris Alumni Association's Tri-State Chapter. Our responsibility is to express an opinion on these reports based on our audit.

We conducted our audit under the mandate set out in Article XI of the association's constitution (2014, as amended) and in accordance with auditing standards generally accepted in the United States of America, as well as other relevant guidelines established by the B.W. Harris Alumni Association. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial reports are free from material misstatement. Our audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances but not for the specific purpose of expressing an opinion on the effectiveness of the B.W. Harris Alumni Association's internal control over financial reporting. Accordingly, we express no opinion on the association's internal control over financial reporting. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial reports, assessing the accounting principles used and significant estimates made by the Tri-State Chapter, as well as evaluating the overall financial report(s) presented. We believe that our audit provides a reasonable basis for our opinion.

Opinion

Based on the results of our audit procedures, in our opinion, the Tri-State Chapter is in compliance, in all material respects, with accounting principles generally accepted in the United States of America and the B.W. Harris Alumni Association's financial guidelines. We have noted certain instances in which procedures and controls could be improved. These specific instances are deemed to be non-material and are highlighted in the Control Findings and Recommendations section of our report.

Deston Francis
Audit Committee Chair
B.W. Harris Alumni Association-USA, Inc.
June 6, 2017

CONTROL FINDINGS AND RECOMMENDATIONS

The following audit finding and management action plan has been discussed with the TRI-STATE Chapter. TRI-STATE Chapter's official response to our audit finding has not yet been received and is, therefore not included in the body of this report.

Issue 1: Ensure the Separation of Personal Purchases from Purchases Related to Activities of the Association	
Issue	Chapter Action Plan
We noted that a purchase was made for liquor at Diplomatic Duty Free Shops of New York and a receipt obtained in the amount of \$770.00. However, there was a hand-written amount on the receipt for \$702.00, representing the actual amount applicable to the association's activities. As a means of promoting better accountability and reporting, we recommend that to the extent possible, personal purchases be made separately from those relating to the association. The Association board should reiterate to officers of the various chapter, the importance of separating personal purchases from the association's official purchases.	TBD