

GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, INC.
NATIONAL COMMITTEE REPORT
JUNE 30TH - JULY 4TH – SAN DIEGO, CA
NATIONAL PHILOPTOCHOS CONVENTION



Internal Audit Committee

Chair: Philippa Condakes
Members: Bessie Drogaris Diane Saphos
Ourania Soumas Margaret Yates

July 2024

Over the last two years, the Committee reviewed the financial records for the years 2020 through 2023. Due to the pandemic, until 2023 there had been no internal audit since the audit for 2019. During the 2022-2024 National Board term, the Committee met via Zoom to review past audits and procedures. Committee members Philippa Condakes, Diane Saphos and Ourania Soumas met at the Philoptochos Center of Philanthropy to perform the internal audit on March 22, 2023, for the years 2020 through 2022, and on April 2, 2024, for the year 2023. Prior to the meeting, the following reports were requested and provided by Amy Kalogeropoulos, Director of the Philoptochos office:

- List of accounts,
- General ledgers,
- Fund balances

On both visits, the committee members met with the Director, Amy Kalogeropoulos, and Bookkeeper, Vivian Dehner, to review the financial processes.

During the year 2020, there were many factors affecting the operations at the Philoptochos Office, including the Pandemic and office shutdown, that made it a difficult year. In 2021, our longtime bookkeeper, Stella Xikis, retired, and we did not have a bookkeeper or a dedicated staff member in the Office for much of the year. During 2021 the reorganization of the accounting processes was begun. From the time that Mrs. Xikis retired, the finances were being covered by the treasurers, office staff and then by the new CPA, Rick Mlekoday. There were some gaps in the reports and reconciliations available, as the previous software, Sesame, was no longer in use, but all back up records are in the office and accessible.

For each year audited, random disbursements were reviewed. We examined:

- Bills,
- Copies of cancelled checks,
- Bank statements,
- Reconciliation reports and supporting documentation,
- TD Bank checking accounts statement: Administration, Social Services, restricted funds,
- Wells Fargo PCOP account statements

Deposit reports were compared with the general ledger information. Monthly bank reconciliations were available for each account. Chase credit card bills were reviewed for payment and supporting documentation.

During the summer of 2021, QuickBooks and Bean Works software were implemented. The Committee members present met with Director Amy Kalogeropoulos to learn about the system using the new software programs and how the payables and receivables are being recorded. Incoming payables received in the office are scanned into Bean Works, coded with the appropriate account number and class, then submitted electronically for approval to the Director, the Treasurer, and to the President. Once the President gives final approval, the Bookkeeper exports the transaction data to QuickBooks to pay the bills. Mrs. Dehner prints the checks, gives them to Ms. Kalogeropoulos to stamp, adding the signatures of the Treasurer, Barbara Pasalis, and President Arlene Siavelis Kehl, and sends out the payments.

Contributions for the commitment coupons go directly to the Lock box at the bank for deposit. Each coupon has unique coding on it to correctly allocate the deposit to the correct account and chapter. The deposit information then goes to our CPA who transfers this to QuickBooks. The Office receives a notification that there has been a deposit. If checks are not submitted correctly, the bank creates an exception report and sends a printout to the office so that the deposit can be corrected. Special appeal contributions are received in the office and remotely deposited. Separate deposits are made for each campaign or event. The office inputs the information on a spreadsheet by donor or chapter. The bookkeeper then transfers the information into QuickBooks.

All records, beginning with 2022, are in QuickBooks and easily accessible. All files and backup materials for the years 2022 and 2023 are in held in the bookkeeper's area of the office on the 3rd floor. Mrs. Dehner reviewed the procedures with us. Random items were chosen from the files, bank statements, and the general ledger. Push Pay software is in use for online donations and special campaigns. These funds are automatically deposited into the proper accounts. Push Pay generates a report that is sent to Mrs. Dehner, who then enters the information into QuickBooks.

The Committee has determined that the financial records for the Greek Orthodox Ladies Philoptochos Society, Inc. are in order and well maintained. The new accounting systems are working well and are continuing to be updated and reviewed to give any reports and information needed in a timely manner and updated as changes occur. Our CPA, Rick Mlekoday, and bookkeeper, Vivian Dehner, have been excellent additions to the staff of the Philoptochos. We thank the Office Staff, Vivian Dehner, and Amy Kalogeropoulos for providing easy access to all records that were needed to conduct these audits.