

# **Fundraising Association of New Horizons School**

## **Special General Meeting Agenda**

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**February 22, 2024**

**7:00PM - 7:30PM**

**Virtual Meeting**

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- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
- 3. Report**
  - 3.1 President**
  - 3.2 Treasurer Report**
    - Present the financial review from the 2022/2023 academic year.**
- 4. Meeting Adjourned**

To the Members of the Fundraising Association of New Horizons School

We have reviewed the Balance Sheet of the Fundraising Association of New Horizons School (the "Association") as at August 31, 2023, and the Financial Statements which contained the income, disbursements, assets and liabilities of the Association for the 2023 fiscal year.

A review does not constitute an audit and we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles.

We have examined the accounts, reviewed accounting procedures, reconciled receipts and disbursements with bank deposits and bank balances, and have found the balances have been displayed correctly, presented fairly, with proper procedures, and records properly kept.

On behalf of the financial review:

Signature: \*\*Signature omitted from posted copy.\*\*

Printed Name: Anita Sanderson

FANHS Member in Good Standing

Date: Jan 27/24

Signature: \*\*Signature omitted from posted copy.\*\*

Printed Name: PAUL JACKSON

FANHS Member in Good Standing

Date: JAN 27, 2024

Financial Review Checklist

- Verify that the deposit book entries, deposits on bank statements and general ledger deposits match – check random deposits against postings to general ledger.
- Ensure that interest and service charges have been recorded.
- Ensure that cheque numbers and dates have been properly recorded – check random cheque numbers against the general ledger and verify an invoice for the cheque.
- Verify accounts held in the name of Fundraising Association of New Horizons School. Review the financial statements for each month being reviewed, and the bank account statements and reconciliations for that same period.
- Review random bank reconciliations to see that the beginning balance of one month is the same as the ending balance of the previous month. Note whether the book balance as listed on the bank reconciliation is the same balance presented on the financial statements.
- Review the annual financial statement to see that the end balance of the previous year is the same as the beginning balance of the current year.
- Pick a month and check the balances for each account against bank statements.