

Audit Committee Report

June 23, 2025

Committee members:

Kim Evans
Julie Dohse
Brenda Knowles
Laura Radius

Process:

The audit committee met on June 22, 2025. Using the QuickBooks register, Julie randomly selected 30 expense transactions for review. This represented about 10% of the total expense transactions for the 2024-2025 fiscal year. Each transaction was compared to the documentation. Transactions reviewed are listed in the table below.

Summary of Results:

All information matched the information in the register with appropriate documentation. Approvals were missing for two transactions over \$500. Both transactions were related to Spring Fever.

Recommendations:

The committee recommends a review and clarification of the approval process for Spring Fever expenditures exceeding \$500. We propose that all such transactions require approval from both the Spring Fever Chair and the President to ensure appropriate oversight and alignment with event priorities.

Other items for consideration:

In instances where Bloom and Grow prepays expenses with the expectation of member reimbursement, the committee suggests considering whether a formal approval process should be implemented. This could help ensure clarity, accountability, and consistency in handling such transactions.

Respectfully submitted:

Bloom and Grow Audit Committee

The following transactions were included in the audit:

Date	Check Number	Transaction Type	Name
6/8/2024	10619	Check	Pammie's Sammies
6/19/2024	10622	Check	Trophy's Unlimited
6/28/2024		Debit	Think Minion
7/31/2024	10636	Check	Nancy Krug
8/15/2024		Debit	Mr. Butterflies

9/12/2024	10653	Check	FFGC
9/14/2024		Debit	Jet Blue Airlines
10/10/2024	10662	Check	Eight Waves Corp
Date	Check Number	Transaction Type	Name
10/21/2024	10666	Check	University of Florida
11/6/2024		EFT	Think Minion
12/9/2024		Debit	Russell's Bromeliads
12/12/2024	10692	Check	Knox Horticulture
1/9/2025	10700	Check	Gretchen Boyd
1/30/2025	10708	Check	Dave Blastic
2/5/2025	10713	Check	Orange Observer
2/19/2025		Debit	Amazon
3/10/2025	10727	Check	Jackie Brown
3/21/2025		Debit	MapMe
3/25/2025		Debit	Amazon
3/29/2025	10742	Check	Crabtree Inc.
4/3/2025	10753	Check	Winter Garden Masonic Lodge
4/3/2025	10754	Check	Alicia Spence Inc.
4/5/2025	3806	Check	Leslie and Hadley Hoover
4/7/2025		Debit	RTW Photography
4/13/2025	10766	Check	Brown's Bartending
4/17/2025		Debit	Cherry Lake Tree Farm
4/18/2025		Debit	Auto Owners Insurance
4/28/2025	10782	Check	City of Winter Garden
5/7/2025	10785	Check	Vickie Parrish
5/27/2025	10797	Check	Van Donnan