

AAUW TC Branch
Financial Review Meeting
July 29, 2025

The following Branch members met at the home of Mary Lou Deutsch and served as the 2025 Financial Review Team:

Susan Hughes, former Branch Financial Officer
Betsy Moore, former Branch Financial Officer
Mary Lou Deutsch, former Accounting instructor NMC
Chris Walter, current Branch Recording Secretary

Laura Higgins, current Branch Financial Officer, was also present, provided financial files and copies of important documents for the reviewers, and answered questions.

Following best practices and a Review Guideline Statement developed by Laura Higgins, based on the AAUW of Michigan Finance Officer Playbook, the team reviewed and discussed the 2024-2025 fiscal year financial materials and methods. In addition, the group agreed on recommendations for future practices.

The Recording Secretary informed the group of two instances during the Branch 2024-2025 fiscal year when unauthorized expenses (i.e. not part of the approved budget) were approved by the Board:

March 3, 2025 – Purchase Liability Insurance (through AAUW national)
June 9, 2025 – Pay Athena event caterer (Sugar2Salt) gratuity, \$360.00
No other Minutes needed to be reviewed.

Laura reviewed the Packet of materials given to each reviewer and stated:

- Reviewers will provide report to Board.
- Laura, Branch President Jean Zerges and Chris Walter, will prepare a statement re: recommendation to include an Annual Financial Review to amend Branch Bylaws.
- Laura also reminded everyone of the Athena Playbook that has been developed for the 2026 event and beyond.

Proposals for future actions/methods:

- ML Deutsch, as an accountant, recommended using QuickBooks. She has taught this software and offers to install it.
- Decision should be made about lack of 2nd scholarship payment to student who did not re-enroll – what to do about those funds: Scholarship Committee will make a recommendation

- Written or Emailed Authorization letters should be sent to Financial Officer for payments over \$500.00 by Committee Chairs requesting payment. These actions assume the current fiscal year budget is Board and member approved.
- When there are large amounts of cash and checks (Book Sales, special fundraising events) for deposit to bank, two people should count to authenticate and sign a prepared form.
- When checks are deposited using Mobile Deposit, keep checks but blacken routing and account numbers, etc.
- When Financial Officer has expenses to be reimbursed by the Branch, have another Board member write the check (President and Recording Secretary are authorized by bank).
- Board meeting Minutes should document all key Branch Financial actions.
- At Board meetings, Monthly financial reports are merely presented for Board member information. These reports do not need any motions or approval.
- Board Minutes showing authorization of unbudgeted payments will be filed with Financial Officer records.

Further discussion:

- Although some have had difficulty using QuickBooks for Branch financial activities in the past, Mary Lou Deutsch, as an accountant, can be an excellent resource for that. Susan also mentioned there is a QuickBooks for Non-profits that might be easier to use.
- Reviewers, other than Laura who is ineligible to serve on the Financial Review Committee, were all comfortable with the very complete and detailed financial records that are kept by the Branch Financial Officer. A very positive report, including the Recommendations will be presented to the Board.

Respectfully submitted,
Christine t. Walter (Chris Walter)
Branch Recording Secretary
August 20, 2025

