

AWAC Staff Report

May 30, 2024

Operations

- ❖ Finalization of DRAFT 2024/2025 AWAC budget
- ❖ Clean up of QuickBooks via corrected categorization of income and expenses
- ❖ Begin close of 2023/2024 AWAC Financials in preparation for tax filing in August
- ❖ Established need for Forensic Audit; recommended audit and CPA to conduct audit to the AWAC Board

Organizational Development

- ❖ Drafted NDA for approval
- ❖ Drafted AWAC Privacy Statement
- ❖ Drafted AWAC Inspection Policy
- ❖ Consulted with CPA/conducted research to create AWAC Document Retention Policy

Submitted by Jennifer Silvestri, AWAC Staff, May 30, 2024