



Lupus Europe
Board

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Bijlage : 1

Subject : Review of Financial Administration Lupus Europe 2024

Dear Board Members,

I am writing to provide you with a report detailing the findings from the recent audit of the administrative records.

Scope of the Audit:

The audit primarily focused on reviewing the administrative processes and documentation to ensure accuracy, compliance, and transparency in all financial and operational matters. Should you require any further clarification or have any questions regarding the audit findings, please do not hesitate to reach out.

Kind regards,

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Review of Financial Administration – Lupus Europe 2024

Introduction: I have conducted a thorough review of the financial administration records of Lupus Europe for the year 2024. The review focused on verifying the accuracy and completeness of the financial documentation, particularly in relation to invoice processing and their recording in the accounting system. This report outlines the findings from the review.

Findings:

1. Dual Authorization:

It was observed that both the treasurer and the chair have been duly authorized to approve payments for invoices. This dual authorization process enhances transparency and accountability in the financial operations of the organization.

2. Documentation Integrity:

The review confirms the integrity of the documentation process. Invoices have been systematically entered into the accounting software, ensuring a comprehensive and well-organized record of financial transactions. The financial administration is in alignment with the annual accounts, and the underlying documents are complete and accurate, providing a true and fair view of the organization's financial position and results.

Conclusion:

Based on the review, the financial administration appears to be effectively managed and compliant with the established procedures. The implementation of dual authorization and the careful documentation of invoices contribute to the overall transparency and reliability of the financial processes.

Recommendation:

It is recommended that the current practices regarding dual authorization and the maintenance of documentation be sustained to ensure the ongoing integrity of the financial administration. Additionally, periodic reviews should be conducted to verify continued compliance with established protocols and standards.

Should you require any further clarification or additional assistance, please do not hesitate to contact me.

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