



# Financial Audit Form

Period of Audit \_\_\_\_\_

Name of Club/Group \_\_\_\_\_

Treasurer \_\_\_\_\_

**Yes No**

- 1 Are the group's funds on deposit at only one bank?  
Bank name \_\_\_\_\_
- 2 Have funds been reported and deposited appropriately?
- 3 Does the bank balance agree with the balance in the treasurer's record?
- 4 Have amounts received and amounts spent been promptly entered in the treasurer's record with the date and explanation of the transaction?
- 5 Have all the checks been signed by two members, the treasurer, and at least one other member authorized by the organization?
- 6 Are these two people from different families?
- 7 Have all disbursements been made by check?
- 8 Have any checks been made payable to cash?
- 9 All checks are pre-numbered and preprinted.
- 10 Have any counter checks been used?
- 11 All disbursements are properly documented. Supporting documents include evidence of purchase, original receipt, and approval.
- 12 All such support documents are canceled in a manner that assures they cannot be reused.
- 13 Those authorized to sign checks are bonded if annual receipts total more than \$10,000.
- 14 Voided checks are available for inspection.
- 15 Printed pre-numbered receipt forms are properly used for receipt of cash, and carbon copies kept and maintained.
- 16 Restrictive endorsement (i.e., using the phrase "For deposit only") is placed on incoming checks as soon as they are received.
- 17 Financial overages or shortages are properly recorded on books.
- 18 Bank deposits are certified by means of a duplicate deposit slip or entry in the checkbook register.
- 19 Checks returned by the bank for insufficient funds are controlled and a follow-up maintained.
- 20 Bank deposit bags or lock boxes are used for safeguarding cash and checks. Cash and checks are deposited within a week of being received.
- 21 Annual financial statements and monthly reports are provided by the treasurer including: account balances; receipts; expenditures and closing balances.

## Annual Summary Financial Report

Name of Club/Group _____		
Name of Bank _____		
For the year Beginning October 1, _____ and ending September 30, _____		
<b>1. Balance at Beginning of Year</b>		
INCOME (By event or activity)		
2.		
3.		
4.		
5.		
6.		
7. Total Income for Year (Add lines 2 through 6)		
8. Adjusted Balance (Add line 1 and line 7)		
<b>EXPENDITURES</b> (By event or activity)		
9.		
10.		
11.		
12.		
13.		
14.		
15. Total Expenditures for Year (Add lines 9 through 14)		
16. Balance at End of Year (Subtract line 15 from line 8)		
<i>If line 16 doesn't agree with bank statement complete lines 17, 18, and 19</i>		
17. Add checks that haven't cleared the bank		
18. Subtract deposits that haven't cleared the bank		
19. <b>Adjusted Balance</b> (Should agree with bank statement)		
Prepared by (Treasurer) _____		
Date _____		
Club or Group Leader _____		
Date _____		

***This report is due in the County Extension Office by November 1.***