

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. |