**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.