

# Audit Committee Checklist and Report

Club/Group: \_\_\_\_\_ Financial Year End: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Persons authorized to sign on checking account:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Bank records are in the possession of: |

Name: \_\_\_\_\_ Address: \_\_\_\_\_

## Checklist of Documents Viewed by the Committee

\_\_\_ Annual Budget

\_\_\_ Canceled checks and deposit slips

\_\_\_ Treasurer's reports

\_\_\_ Receipts for all income

\_\_\_ Deposit Forms w/documentation (if applicable)

\_\_\_ Receipts/Bills/invoices for all expenses with attached Reimbursement/Payment Request Form

\_\_\_ Bank Statements

\_\_\_ Annual Financial Report

\_\_\_ Inventory Records

The audit committee found the following conditions:

The audit committee makes the following recommendations:

This certifies that the audit committee has reviewed the record keeping and financial balances and finds them:  
(check one box)

( ) in order

( ) in order upon implementation of recommendation

( ) requiring further review and action

Signatures of audit committee:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_