

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter
_____ Year

Date Completed: _____

Internal Control Objectives - Check List

		√	Comments
1	A separation of duties between receipt and disbursement of funds		
2	Funds are received & deposited timely		
3	Receipts are issued for all incoming funds		
4	Approved expenditures are accompanied by a voucher with original and/or scanned receipts attached		
5	Disbursements are made by chapter check		
6	More than one signature is required to issue a chapter check		
7	Sorors who handle chapter funds are bonded		
8	Voided checks are accounted for if made available by person check issued to and retained by the chapter		
9	Bank statements are reconciled monthly		
10	Monthly summaries of revenues and expenditures are prepared and presented to the chapter		
11	A budget was prepared and approved by the chapter		
12	Fundraising funds and Operations funds are maintained in separate bank accounts		
13	The chapter annual financial report and Budget report are submitted to the Corporate Office and the Regional Director		
14	The year-end report given to the chapter agrees with the report submitted to the Corporate Office		
15	Copies of signed Financial reports are included with Grammateus records and copies maintained by the Pecunious Grammateus and the Tamiouchos		
16	Executive Committee Minutes include a report of all balances for financial accounts statements		
17	On-line banking practices, such as the review of statements or the receipt of funds must be outlined in chapter internal controls.		

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Chapter Financial Records Check List

	Item	√	Comments
1	Bank Deposit Slips		
2	Bank Statements		
3	Budget/Chapter		
4	Cancelled Checks/Duplicate Checks		
5	Cash Disbursement Journal/Report		
6	Charts of Accounts		
7	Check Book/Register		
8	Monthly Financial Reports/Chapter		
9	Returned Check Listing		
10	Transmittal of Funds Form		
11	Voided Checks-with reason check was void		
12	Vouchers		
13	Yearly Reports/Statement of Financial Operations & Chapter Budget Report		

Other Internal Documents Check List

	Item	√	Comments
1	Executive Meeting Minutes		
2	Chapter Meeting Minutes		
3	Monthly Financial Reports		
4	Annual Statement of Financial Operations		
5	Remittance of Funds Report		
6	Vouchers, including attached invoices/receipts		
7	Check Book		
8	Cash Receipts Report		
9	Cash Disbursements Report and check register		
10	Bank Statements and reconciliations		
11	Receipts from Alpha Kappa Alpha Corporate Office		
12	Chapter correspondences read during chapter meetings		

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Pecunious Grammateus Check List

	Item	√	Comments
1	Cash Receipts Journal/Report		
2	Chart of Accounts		
3	Financial Report of Monies Received/Monthly		
4	Receipt Book Duplicate		
5	Transmittal of Funds Form		

Chapter Audit Letter

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter

_____ Internal Financial and Non-Financial Audit
Year

As the internal audit committee for Theta Rho Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated®, we have performed a chapter internal financial and non-financial audit in accordance with the Financial Operations Resource Guide most recently revised issued by the Sorority.

The examination included tests of the accounting records and other procedures. The program of tests and other auditing procedures has been separately furnished to the Regional Director. The procedures for the audit were designed to determine with reasonable, but not absolute, assurance:

- Whether the Chapter has received and used funds in accordance with designated purpose of the funds
- Whether the Chapter is maintaining effective accounting control over assets, liabilities, receipts, and expenditures
- Whether the records, books and records of the Chapter adequately record its financial and fiscal activities and provide a basis for review of accountability
- Whether tests of the Chapter's fiscal operations reveal evidence of reportable conditions, fraud or defalcation, or other weaknesses
- Whether the Chapter has complied with laws, rules, and regulations

There were no findings disclosed by our audit, which are required to be reported. This report is intended for the Chapter Tamiouchos, Pecunious Grammateus, and Executive Committee.

Date _____

Signature _____

Signature _____

Signature _____

Signature _____