



Audit Committee Worksheet

1. Gather Needed Documents

- League rules
- Lineage receipts showing number of bowlers paid for weekly.
- League bank or league center account(s) statements
- President's monthly account verification/calculations.
- Receipts from treasurer.
- Team pay envelopes from treasurer.
- League Certification Application from secretary.
- Membership dues receipt(s) from local association.

2. Calculate League Fees to Date

- a. Total weekly fees per bowler: _____
- b. Number of Bowlers paid to date: x _____
- c. **Total League Fees:** = _____

3. Calculate Total Income

Description	Amount
a. Beginning bank balance, if any:	_____
b. League Fees to Date:	+ _____
c. League Sponsor/Franchise Money:	+ _____
d. Prepaid league fees from envelopes:	+ _____
e. 50/50 or other fundraisers:	+ _____
f. Misc. fees (ex. fines, salaries, etc.):	- _____
g. Membership dues collected:	+ _____
h. _____	+ _____
i. _____	+ _____
j. _____	+ _____
k. _____	+ _____
l. Total Income:	= _____

4. Calculate Total Expenses

Description	Amount
a. Lineage Paid to date from receipts:	_____
b. Memberships Paid:	+ _____
c. Arrearages:	+ _____
d. _____	+ _____
e. _____	+ _____
f. _____	+ _____
g. _____	+ _____
h. _____	+ _____
i. _____	+ _____
j. Total Expenses:	= _____

5. Expected and Actual Balances

- a. Total Income: _____
- b. Total Expenses: - _____
- c. Expected Balance per Records to Date: = _____
- d. Actual Bank Account Balance: - _____
- e. **Difference:** = _____

6. Other Items

- a. Is the league arrearage rule being enforced? Yes No
- b. Were all membership dues forwarded to the local within 30 days of receipt? Yes No
- c. Did all withdrawals have 2 officer signatures? Yes No
- d. Were all deposits made within 7 days? Yes No

7. List Arrearages

- a. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____
- b. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____
- c. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____
- d. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____
- e. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____
- f. Bowler's Name: _____
Amount: _____
Dates: _____
Notes: _____

If a loss is discovered, contact USBC Headquarters at
1-800-514-BOWL (2695), ext. 8956 or email bonding@bowl.com

For additional information, see the Bonding Chapter of the USBC Playing Rules and Commonly Asked Questions

