

**(Enter Unit Name & Number)** **Annual Audit & Report Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AUDIT ITEM** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| **Meeting Agenda Present?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Minutes matching Agenda?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monthly Treasurer’s Report**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Deposits:** |
|  | **Were deposits itemized?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **`** | **Was the source where the deposited monies came from documented?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Was the date documented on each deposits received?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Did the report indicate which fund the deposit would be applied to?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Expenditures:** |
|  | **Were Expenditures itemized?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Was fund documented where the expenditure come out of?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Did the minutes validate expenditure?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Was there a Designated Funds Summary Monthly Report** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Receipts for each expenditure present?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **If there was a Fund Raise (FR) was a report present?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Did the FR report include total cash earned?** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Did the FR report itemize the monies earned such as silent auction, pre-sold tickets, donated monies?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bank Statement for each month Present?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Monthly Ledger Completed?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Was the monthly bank statement & Unit’s ledger reconciled?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Did the Treasurer keep a “Working Treasurer’s Notebook?** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Did the Treasurer keep a “Master’s Treasurer’s Notebook with all expenditure receipts?** |  |  |  |  |  |  |  |  |  |  |  |  |

**Audit Date: Answer each question YES √ or No ᶲ**

**(Enter Unit Name & Number)**

**Annual Audit Findings**

**AUDIT DATE:**

|  |  |
| --- | --- |
|  | **FINDINGS:** |
|  | **RECOMMENDATIONS:** |
|  | **REPREMINDED TO UEC FOR REVIEW? (Circle one)** | **YES** | **NO** |

|  |
| --- |
| **Auditors Name:** |
| **1.** |  |
| **2.**  |  |
| **3.**  |  |
| **Date Completed:**  |  |  |