

Audit Check List

Looking for paper Trail.

1. Post membership meeting minutes: all approved expenditures must be documented in the minutes.
2. Bank statement: Is it reconciled?
3. Check Bank statement for credit card transactions and check purchases on the credit card receipts.
4. Inspect the checkbook and receipts for checks that have been written.
5. financial reports:
Monthly
Quarterly
6. Hall rentals: check contracts and verify that revenue received matches the deposit.
7. Check all other post income, ex. Jukebox, Sweep's, event cover charge; other fundraisers, deposit must match the revenue received.
8. Canteen Operations :
Who is in charge of the canteen operations:
Is inventory done and how often?
Does the daily Z-Out match the deposit?

Are the canteen employees using a daily sales sheet?
How much cash on hand to you have?

9. Entertainment:

Is there an entertainment budget?
Is it approved by the membership?
Is there a contract with the vender?
Are 1099's issued to venders? (\$600 or more).

10. Federal, State and local Taxes:

Sales Tax
Payroll records, Form 941 & 940 employee taxes.
Texas workforce unemployment report.
W-2's and 1099.

11. Assets and property, who has keys?

Comments and Recommendations :

- CAMERAS
- INSUR