



(Chapter Name)



Period of Audit

Receipts — Secretary's book \$ _____

Receipts — Treasurer's book \$ _____

Outstanding (Secretary or Treasurer) \$ _____

Disbursement — Secretary's book \$ _____

Disbursement — Treasurer's book \$ _____

Outstanding (Secretary or Treasurer) \$ _____

Are all checks signed by the Worthy Matron, Secretary and Treasurer? \$ _____

Are receipt book and membership ledger of the Secretary in agreement? \$ _____

Are all cancelled checks secured and /or maintained in order? \$ _____

Does Secretary use the following?

Cash Ledger _____ Warrant Book (Voucher Book) _____

Receipt Book _____ Minute Book _____

Membership Ledger _____ Up to Date Roster of Members _____

Sign-in Book _____

7. Does the Treasurer use the following?

Check Book _____ Ledger Book _____

Receipt Book _____ Treasurer Report _____

8. Was the Secretary membership Ledger checked for financially delinquent members?

9. Does the Treasurer have an order for each check drawn?

10. Was the last bank statement for period audited reconciled?

11. Are the Financial Officers Bonded?

12. Does the Chapter have Non-Profit Status on file?

13. Did the Treasurer file the Form 990-N (e-Postcard) ?

Outstanding Checks:

Voided Checks:

Recommendations:

Respectfully Submitted,

Chairman of Auditing Committee

Signature

Auditing Committee

Signature

Signature