





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 Matro	\$		
Are receipt book and membership ledger of the Secretary in agreement?		\$	
Are all cancelled checks secured and /or r	\$		
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 Statu	s 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