

AUDITING FORM

CHAPTER NO. _____

PERIOD OF AUDIT: April 1, 20____ to March 30, 20____
Year Year

- | | | | |
|--|-------|----------------------|-------|
| 1. Receipts – Secretary’s book | \$ | | |
| Receipts - Treasurer’s book | \$ | | |
| Outstanding (Secretary or Treasurer) | \$ | | |
| | | | |
| 2. Disbursements – Secretary’s book | \$ | | |
| Disbursements – Treasurer’s book | \$ | | |
| Outstanding (Secretary or Treasurer) | \$ | | |
| | | | |
| 3. Are all checks signed by the Worthy Matron, Secretary and Treasurer? | | _____ | |
| 4. Is there evidence of the seal being applied on all checks? | | _____ | |
| 5. Are receipt book and membership ledger of the Secretary in agreement? | | _____ | |
| 6. Are all cancelled checks secured and/or maintained in order? | | _____ | |
| | | | |
| 7. Does the Secretary use the following? | | | |
| a. Cash Ledger | _____ | e. Minute Book | _____ |
| b. Receipt Book | _____ | f. Up to date Roster | _____ |
| c. Member ship Ledger | _____ | g. Donee’s Binder | _____ |
| | | | |
| 8. Does the Treasurer use the following? | | | |
| a. Check Book | _____ | | |
| b. Voucher Book | _____ | | |
| c. Bank Statement Binder | _____ | | |
| d. Treasurer’s Report book | _____ | | |
| | | | |
| 9. Was the Secretary’s membership ledger checked for delinquent members? | | | _____ |
| <i>(A member is considered delinquent when dues are in arrears 12 months. If any, list them on a separate sheet). State the number of members delinquent</i> | | | _____ |
| | | | |
| 10. Does the Treasurer have a voucher for each check drawn? | | | _____ |
| | | | |
| 11. Was the last bank statement for period audited reconciled? | | | _____ |

NOTE: *The above information should be summarized for presentation to the chapter. The check list should remain with your worksheets but be available for inspection by the GAD or GSD.*