

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 _____
 - b. Receipt Book _____
 - c. Member ship Ledger _____
 - e. Minute Book _____
 - f. Up to date Roster _____
 - 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? _____
(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 _____

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.*