

**RESULTS OF NCWSA AUDIT
SUMMARY**

AUDIT FOR YEAR _____

DATE OF AUDIT _____

1. Verify that bank balances agree with check register and other accounts as of Dec. 31, _____.

	BANK BALANCE	NCWSA BALANCE
Checking Account		
Savings Account (MM)		
Reserve Fund Account (CD)		
Pink Can Fund		
Wells Fargo Savings		

All Correct? YES: _____ NO: _____

If not reconciled explain differences, see bank reconciliations and confirmed amounts via bank statements.

2. Verify that Bank Deposits are entered and that funds are allocated to proper accounts with supporting documentation. This is done through an audit procedure that records how many deposit slips are used each month and selects one deposit slip at random by a member of the committee.

	Wells Fargo	Citibank
Total Deposits:		
Total Deposits Examined:		

All Correct? YES: _____ NO: _____

If not reconciled explain differences, see bank reconciliations and confirmed amounts via bank statements.

3. Verify that checks are entered and that funds are allocated to proper accounts and fully supported through documentation. This is done through an audit procedure that records how many checks are used during the year, and selects one of 5 to 10 checks at random. A member of the committee, not the treasurer, chooses a number from 5 to 10, and another member chooses the first check number.

Total Checks:	
Total Checks Examined:	

All Correct? YES: _____ NO: _____

If not correct, explain differences below that are found during the review.

Operating Accounts

4. Verify that Journal Entries are entered and that funds are allocated to proper accounts and fully supported through documentation. This is done through an audit procedure which records how many journal entries are used each month and selects one journal entry at random by a member of the committee.

Total Journal Entries:	
Total Journals Examined:	

All Correct? YES: _____ NO: _____

If not correct, explain differences below that are found during the review.

5. Verify that Debit Card Transactions are entered and that funds are allocated to proper accounts with support documentation. This is done through an audit procedure which records how many Debit Card Transactions are used each month and selects at least one transaction per month at random by a member of the committee.

Total Debit Card Transactions:	
Total Transactions Examined:	

All Correct? YES: _____ NO: _____

If not correct, explain differences below that are found during the review.

6. Verify that Cash Advances are properly accounted for.

	QUANTITY	AMOUNT
Beginning of Year:		
End of Year		
Number of Advances During Year		
Number of Advances Outstanding		

If not correct, explain differences below that are found during the review.

7. Explain any other discrepancies discovered during the audit.

8. Recommendations and/or Corrections for the Treasurer

SIGNATURES OF THE BUDGET COMMITTEE MEMBERS:

<hr/> (Alt. Delegate)	<hr/> (At Large)	<hr/> (DR Central)
<hr/> (DR South)	<hr/> (DR North)	<hr/>
<hr/>	<hr/>	<hr/>

DATE OF AUDIT: _____

CHECK ENTRY VERIFICATION

Verify that checks are entered and that funds are allocated to proper accounts. This is done through an audit procedure that records how many checks are used during the year and selects one of 5 to 10 checks at random. A member of the committee, not the treasurer, chooses a number from 5 to 10, and another member, not the treasurer, chooses the first check number.

FIRST CHECK OF THE YEAR: _____ LAST CHECK OF THE YEAR: _____
TOTAL CHECKS EXAMINED: _____ TOTAL CHECKS ISSUED: _____
FIRST CHECK SELECTED: _____ FREQUENCY: _____

BE SURE TO CHECK FOR THE FOLLOWING: AMOUNT, LOCATION, ACCOUNT, RECEIPT, AND SIGNATURE

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>	<u>RECEIPT</u>	<u>TWO SIGNATURES</u>	<u>OK</u>

Operating Accounts

CHECK ENTRY VERIFICATION - Continued

<u>CHECK DATE</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>	<u>RECEIPT</u>	<u>TWO SIGNATURES</u>	<u>OK</u>

COMMENTS:

CITIBANK BANK DEPOSIT VERIFICATION

Verify that bank deposits are entered and that funds are allocated to the proper accounts. This is done through an audit procedure that records how many deposits are submitted each month and selects one deposit at random by any member of the committee.

<u>MONTH</u>	<u>QUANTITY</u>	<u>DEPOSIT DATE</u>	<u>DEPOSIT NUMBER</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>	<u>OK</u>
JAN						
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						

COMMENTS:

WELLS FARGO BANK DEPOSIT VERIFICATION

Verify that bank deposits are entered and that funds are allocated to the proper accounts. This is done through an audit procedure that records how many deposits are submitted each month and selects one deposit at random by any member of the committee.

<u>MONTH</u>	<u>QUANTITY</u>	<u>DEPOSIT DATE</u>	<u>DEPOSIT NUMBER</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>	<u>OK</u>
JAN						
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						

COMMENTS:

JOURNAL ENTRY VERIFICATION

<u>MONTH</u>	<u>QUANTITY</u>	<u>JOURNAL DATE</u>	<u>ENTRY NUMBER</u>	<u>AMOUNT</u>	<u>ACCOUNT</u>	<u>OK</u>
JAN						
FEB						
MAR						
APR						
MAY						
JUN						
JUL						
AUG						
SEP						
OCT						
NOV						
DEC						

COMMENTS:
