

RESULTS OF NoCAC AUDIT SUMMARY

AUDIT FOR YEAR _____

DATE OF AUDIT _____

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

	BANK BALANCE	NoCAC BALANCE
General Account:		
Registration Account		
Scholarship		

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.

	General	Registration	Scholarship
Total Deposits:			
Total Deposits Examined:			

All Correct? YES: _____ NO: _____

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

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.

	General	Registration
Total Checks:		
Total Checks Examined:		

All Correct? YES: _____ NO: _____

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

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

NoCAC Accounts

journal entries are used each month and selects one journal entry at random by a member of the committee.

Total Journal Entries:	
------------------------	--

All Correct? YES: _____ NO: _____

Total Transfers:	
------------------	--

All Correct? YES: _____ NO: _____

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

5. 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.

6. Explain any other discrepancies discovered during the audit.

7. Recommendations and/or Corrections for the Treasurer

SIGNATURES OF THE BUDGET COMMITTEE MEMBERS:

_____	_____	_____
(Alt. Delegate)	(At Large)	(DR Central)
_____	_____	_____
(DR South)	(DR North)	
_____	_____	_____

DATE OF AUDIT: _____

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:
