

**RESULTS OF PINK CAN FUND AUDIT
SUMMARY**

AUDIT FOR YEAR _____

DATE OF AUDIT _____

1. Verify that bank balances agree with Pink Can spreadsheet and other accounts as of Dec. 31, ____.

| | BANK BALANCE | NCWSA BALANCE |
|------------------|---------------------|----------------------|
| General Account: | | |

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 |
|--------------------------|----------------|
| Total Deposits: | |
| Total Deposits Examined: | |

All Correct? YES: _____ NO: _____

If not reconciled explain differences 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 journal entries are used each month and selects one journal entry at random by a member of the committee.

PINK CAN FUND

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. Explain any other discrepancies discovered during the audit.

6. 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 _____

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> |
|-------------------|---------------------|---------------|----------------|----------------|-----------------------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

PINK CAN FUND

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:

PINK CAN FUND

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:
