

Financial Audit Form

Period of Audit _____

Name of Club/Group _____

Treasurer _____

Yes No

- | | | | |
|---|---|---|---|
| — | — | 1 | Are the group's funds on deposit at only one bank? |
| | | | Bank name _____ |
| — | — | 2 | Have funds been reported and deposited appropriately? |
| — | — | 3 | Does the bank balance agree with the balance in the treasurer's record? |
| — | — | 4 | Have amounts received and amounts spent been promptly entered in the treasurer's record with the date and explanation of the transaction? |