

TREASURER'S BOOK CHECKLIST-COUNTY AUDIT

Club _____

Year _____

Score/Seal _____
Gold (90-100) Blue (70-89) Red (under 70)

Possible Points	Score	Item	Comments
5		Beginning Balance agrees with ending balance of previous year First check number used	
10		Copy of budget that was submitted to the CE office at the beginning of the year (Form 8.4) with actual column completed.	
5		Approval form for all fund raising. (Form 8.7)	
12		Ledger pages (Form 8.1 and 8.2) for each month.	
12		Bank statement with copies of cleared checks.	
12		Bank Reconciliation (Form 8.3)	
5		Bank Deposit Receipt stapled to receipt copies for money received	
5		Copies of the paid bills with Club Check Request Form 8.9 attached or Missing Receipt Form 8.10	
5		Annual Inventory Report (Form 6.2)	
10		Annual Financial Report-separate form for checking and savings accounts (Form 6.3)	
10		Completed Peer Review/Audit Report & Checklist (Form 8.5 & 8.6)	
5		Ending balance agrees with ledger, bank statement & annual report Last check number used	Ledger— Bank Statement— Outstanding Checks--
4		Treasurer book in correct order Were directions followed?	