Annual review checklist

This is a review by two members. It is not an audit and does not give the assurance an audit gives.

Organization _____ Period reviewed _____

Reviewer 1 _____ Reviewer 2 _____

SET-UP

- ☐ Neither reviewer is the treasurer, a signer or related to the treasurer
- ☐ Records were given at least two weeks ahead
- ☐ Bank statements for all months are present
- ☐ Opening balance agrees with last year's closing balance

MONEY IN

- ☐ Each month has a bank reconciliation
- ☐ Sample of deposits followed: count sheet to slip to bank to records
- ☐ Online or card gifts agree with payouts and fees
- ☐ Grants and restricted gifts are recorded under the right fund

MONEY OUT

- ☐ Sample of payments has a receipt
- ☐ Each sampled payment has an approval
- ☐ Second signature present where our rules require one
- ☐ Reimbursements have forms and receipts

OTHER

- ☐ List of signers agrees with the bank's list
- ☐ Spending compared with the budget and minutes
- ☐ Anything unclear written as a question, not a conclusion
- ☐ Short note given to the board

What we looked at and what we found

Reviewer 1: signature _____ Reviewer 2: signature _____ Date _____

Printed name _____ Printed name _____

For questions of law or a required audit, ask your adviser.