

Monthly Audit Checklist

Month being audited: _____ Year: _____

This Audit form must be completed monthly by someone who is not a signer on any of our accounts. The treasurer can complete it if they are not a signer. If the treasurer is a signer, someone else must review the books monthly.

Check all items included for review:

- Board Meeting Minutes
- General Meeting Minutes (if one held)
- Financial Report
- Bank Statement
- Bank Reconciliation
- All Deposits made this month
- All checks written this month
- Signed and completed Audit Report
- Other _____

If any items above were missing, explain why here:

Checklist – Circle Y for Yes and N for No

- | | |
|--------|--|
| Y or N | Do all checks have two signatures? |
| Y or N | Do all checks have supporting documentation of expenses? |
| Y or N | Was cash counted by two people for each deposit (not related or living in the same household)? |
| Y or N | Were deposits made timely? |
| Y or N | Was the Bank account(s) reconciled accurately? |
| Y or N | Are all items within the budget? |

Explain any answers that are marked N above:

Are the books as a whole for this month? (check one)

- Correct
- Incomplete
- Substantially correct with the following adjustments

Review Completed by: (must not be a signer on the account)

Name: _____ Phone/Email: _____

Signature: _____ Date: _____

Attach this form to the bank reconciliation and file with all supporting documents for the month.