NLASC Recommended Audit Procedures

Obtain all original financial records for the audit period (should begin the first day of a bank statement begin date).

- Treasurer's Reports
- Bank Statements
- Check Register
- Cancelled Checks
- Receipt Book
- Payment supporting documents (receipts, check requests, etc.)
- Activities Reports

1. Audit Period Begin Date: ______________ End Date: _______________
2. First Check Number: ______________ Last Ck No. _______________
3. Review numerical sequence of checks. List any missing checks
4. Review each check for correct signatures and appropriateness of payment or vendor.
5. Match documentation (invoice, check request, receipt) to each check.
6. Select every 5^{th} check and review minutes and/or budget to determine whether expenditures were authorized. If not, then review all expenditures for proper authorization. Make a list of unauthorized expenditures.
7. Compare receipt book to recorded deposits. Document any differences.
8. Compare dates of receipts to dates of deposits. Document any extended delays in deposits (more than 7 days).
9. Reconcile at least two bank statements to the treasurer's reports.
10. Prove mathematical accuracy of records:

		Cash balance at start of audit period
+	plus	Receipts during audit period
-	less	Expenditures during audit period
=	equals	Cash Balance end of audit period

11. Compare balance to financial records of treasurer's report. Document unreasonable differences.
12. Report to the ASC the state of the treasurers records.