

EVENT ACCOUNTS AUDIT REPORT

Event: _____

Event date(s): _____

To begin the audit, the accounts overseer is to provide the event accounts records, which include: (1) *Accounts Sheets* (S-26), (2) *Receipt* (CO-40) forms and bank deposit forms, (3) all documentation supporting expenses, such as invoices and payment receipts, and (4) the *Event Expense Report* (CO-95). The event coordinator is to provide the copies of all duplicate *Receipt* forms for the event. The auditor should have *Instructions for Event Accounting* (CO-63) on hand for reference. The "Comments" sections in this report should be used to document any discrepancies discovered during the audit. The auditor should review the completed report with the event coordinator and the accounts overseer.

Verification of Receipts

1. Total the copies of the *Receipt* (CO-40) forms received from the event coordinator. Compare these with the total of the entries recorded in the "Receipts/In" column on the *Accounts Sheet* (S-26). Do the amounts match?
 Yes No
2. Have all *Receipt* forms been recorded on the *Accounts Sheet*?
 Yes No
3. Compare the "Receipts/Out" amounts recorded on the *Accounts Sheet* with the deposit receipts (or deposit forms if a bank deposit box is used). Do the amounts match?
 Yes No
4. For each deposit, is there a deposit receipt or a deposit form (if a bank deposit box is used)?
 Yes No
5. Have all contributions been deposited, except those being forwarded to the branch office?
 Yes No
6. Are postdated checks recorded properly on a *Receipt* form and the total amount entered on the *Accounts Sheet*? (Select "NA" if the question does not apply.)
 Yes No NA
7. Have contributions of foreign currency been recorded properly on the *Accounts Sheet*? (Select "NA" if the question does not apply.)
 Yes No NA
8. Have amounts received from recycling or the sale of large surplus items been recorded properly on a *Receipt* form and on the *Accounts Sheet*? (Select "NA" if the question does not apply.)
 Yes No NA

Comments:

Verification of Disbursements

9. a. Is there an invoice or purchase receipt for each payment recorded in the "Secondary Account/Out" column of the *Accounts Sheet* (S-26)?
 Yes No
- b. Do all invoices or purchase receipts indicate the name of the payee and a description of the goods or services purchased?
 Yes No
- c. Has each invoice or purchase receipt been approved (initialed) by the event coordinator or his assistant (another member of the committee for a convention or the assistant assembly overseer for a circuit assembly)?
 Yes No
10. Have any refunds received from vendors for returned materials been recorded as negative amounts in the "Secondary Account/Out" column on the *Accounts Sheet*?
 Yes No

Comments:

Verification of Advanced Funds

11. a. Has the amount of advanced funds received from the branch office been recorded properly in the "Secondary Account/In" column on the *Accounts Sheet* (S-26)? (Select "NA" if the question does not apply.)
 Yes No NA
- b. Has the return of remaining advanced funds been recorded properly in the "Secondary Account/Out" column on the *Accounts Sheet*? (Select "NA" if the question does not apply.)
 Yes No NA
- c. Has the total amount of expenses paid with personal funds been recorded properly in the "Secondary Account/In" column on the *Accounts Sheet*? (Select "NA" if the question does not apply.)
 Yes No NA
- d. Do the total entries in the "Secondary Account/In" and "Secondary Account/Out" columns on the *Accounts Sheet* match?
 Yes No
12. Has the *Event Expense Report* (CO-95) been completed correctly and has the remaining balance of advanced funds, if any, been returned to the branch office?
 Yes No

Comments:

Review of General Procedures

1. Were the event accounting instructions followed?

Yes No

2. Are the records neat and accurate?

Yes No

Comments:

Date of audit: _____

Audit prepared by: _____

(Type or print name to indicate signature)

Reviewed by: _____

(Event coordinator—Type or print name to indicate signature)

FOR THE EVENT COORDINATOR TO COMPLETE

Have all irregularities identified by the auditor been rectified and/or addressed? (Select "NA" if the question does not apply.)

Yes No NA

Comments: