



ncnw
commitment | unity | self reliance

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SECTION/GUILD AUDIT FORM

Fiscal Year

- | | <i>YES</i> | <i>NO</i> |
|---|-------------------|------------------|
| 1. Did the audit committee receive monthly: | | |
| a. Bank Statements? | _____ | _____ |
| b. Reports from the Financial Secretary? | _____ | _____ |
| c. Reports from the Treasurer? | _____ | _____ |
| d. Minutes of General Meetings? | _____ | _____ |
| 2. Is there a line-item budget approved by the membership? | _____ | _____ |
| 3. What general meeting was the budget approved (Date)? | _____ | _____ |
| 4. Are there minutes approving expenditures not included in the line-item budget? | _____ | _____ |
| 5. Are there signed vouchers for all expenditures? | _____ | _____ |
| 6. Were all expenditures documented, to include receipts? | _____ | _____ |
| 7. Do records of income agree with bank deposits? | _____ | _____ |
| 8. Do records of expenditures agree with bank withdrawals? | _____ | _____ |
| 9. How are financial records kept? _____ | | |

Comments: _____

Recommendations: _____

Completed by Audit Committee:

Name/Position	Date
Chair	
Member	
Member	
Member	
Section President	