



Auditor \_\_\_\_\_ for the Fiscal Year \_\_\_\_\_

In House Financial/Procedure Audit checklist.

1. Are reimbursements accompanied by an *Expense Reimbursement Form* and receipts to equal requested amount?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
2. Are payment requests accompanied by an *Advance Payment Request* including a proper explanation for request?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
3. Do receipts show check numbers and dates paid?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
4. Are receipts filed in check number order, including void checks?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
5. Are all check numbers for this period accounted for?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
6. In the monthly envelope, is there the bank statement, bank reconciliation, and financial statements (balance sheet & profit/Loss statements)  
Yes \_\_\_\_ No \_\_\_\_ Notes:
7. Is there a donation ledger?  
Yes \_\_\_\_ No \_\_\_\_ Notes:
8. Have letters been sent for all donations and a copy kept?  
Yes \_\_\_\_ No \_\_\_\_ Notes:

9. Have any grants been received?

Yes \_\_\_\_ No \_\_\_\_ Notes:

10. Were the grants appropriated correctly?

Yes \_\_\_\_ No \_\_\_\_ Notes:

11. Is there anything about this audit that causes you concern?

Comments

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved: August 18, 2020