

AUDIT CHECKLIST

- As the date approaches for your next audit here are some things to check on before the year-end cycle
- **Dec 30** for the Jan –Jun audit, **June 30** for Jul-Dec

When you can check off all the items below you are ready to schedule your next audit

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|----|--------------------------|--|
| 1 | <input type="checkbox"/> | 6 Financial statements reviewed - 2 signatures and dates on each |
| 2 | <input type="checkbox"/> | Expense forms signed and dated |
| 3 | <input type="checkbox"/> | Expense Batches organized and filed - 2 signatures and dates on each |
| 4 | <input type="checkbox"/> | Other category has sub-accounts |
| 5 | <input type="checkbox"/> | Other category - main account is at 0 |
| 6 | <input type="checkbox"/> | Other category - subaccounts are all positive (if possible) |
| 7 | <input type="checkbox"/> | Missionary account has sub-accounts |
| 8 | <input type="checkbox"/> | Missionary account - main account is positive or 0 |
| 9 | <input type="checkbox"/> | Missionary sub-accounts are all positive (if possible) |
| 10 | <input type="checkbox"/> | Last Financial Statement has 0 outstanding cheques (or as few as possible) |