Annual Audit Checklist

Calendar Year Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following affirms that we have fulfilled the requirements of the prescribed annual audit procedures.

Audit Procedre:

1. Cash Receipts (for the months of \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_)
	1. Compare Reports to Financial Secretary’s records
	2. Compared to bank statements