

DATE COMPLETED:		′'	′
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- 1. The Treasurer, Comptroller, & President complete the audit together.
- 2. Use the bank statement, checkbook, Treasurer Report, and Meeting Minutes for references.
- 3. Document all deposits and checks that are not listed on the most recent bank statement.
- 4. Highlight or circle the check numbers in the checkbook for all checks that appear accurate on the bank statement.
- 5. Count the remaining blank checks in the checkbook to ensure none are missing.
- 6. The final audited balance should match the ending balance on the check stub of the last check written.

7. If suspic	ion or evidence of t	fraud, theft, or en	nbezzlement has occ	cured, call an emergenc	y meeting.		
Bank st	atement mo	nth/year		Bank	statement en	ding bal	ance
					\$		
Deposi	ts not on stat	tement	Checks no	ot on statement			
Date	Amount \$		Check #	Paid to	Date	Amour	nt \$
Total:	\$						
Other F	igures						
	nding EES						
\$							
Past du	e bills						
\$							
Pruden	t reserve						
\$	Treserve						
<u> </u>					Total: \$		
					— <u> </u>		
\$		\$		\$	\$\$		
	tatement J Balance	Depos	its Total	Checks Total	Bal	ance After	Audit
							_
Т	reasurer Signati	ure	Comptroller S	Signature	President Sig	ınature	

Post the completed audit in the house. Make a copy for the Chapter Meeting.