

TREASURER AUDIT

(PO NAME)

Period Covering: (DATE)

DATE OF REVIEW: (DATE)

OBJECTIVE/PURPOSE:

IAW Article V of the (PO NAME), at least three weeks prior to the termination of the treasurer's term of office or treasurer's vacancy of office, an audit will be conducted. The purpose of this audit is to ensure the objectives and scope of the PO is in compliance with the AFI 34-223 and to ensure the smooth transition of financial documents and responsibility from one treasurer to the other. The purpose of this audit is to renew our LOA.

AUDITORS

Outgoing Treasurer: (NAME)

Incoming Treasurer: (NAME)

METHOD:

This audit includes a review of bank statements, check registers, receipts, deposits, and quarterly financial summary reports.

REVIEW OF THE FOLLOWING DOCUMENTS:

- Banks statements – identify any discrepancies
- Check registers– identify any discrepancies
- Receipts– identify any discrepancies
- Deposits– identify any discrepancies

OVERALL SYNOPSIS/SUMMARY OF AUDIT REPORT: PLEASE ANSWER THE FOLLOWING QUESTIONS BEFORE SUBMITTING THIS PAPERWORK

- Does the PO have a uniform system of accounting? Yes
- Does the PO have consolidated reports of the accounting system into meaningful summaries? Yes
- Have all reporting requirements to FSS/FSRPO been met? Yes
- Does the PO have a complete file of all financial documents to include receipts? Yes
- Is the PO prepared for an official audit? Yes
- Are any missing documents accounted for with a memorandum for record and signed by the treasurer? N/A
- Identified areas of weakness and plan for corrective action? The only area of weakness is future continuity of the treasurer office, which we plan to address by switching treasurers.
- List any other applicable concerns, finding, results of the audit. None

//SIGNED//(DATE)// _____

Name of outgoing:

Tele #

E-mail:

DATE

//SIGNED//(DATE)// _____

Name of incoming:

Tele #

E-mail:

DATE

//SIGNED//(DATE)// _____

Signature of President

Tele #

E-mail:

DATE