



# BRANCH AUDIT REPORT

Audit for year of \_\_\_\_\_ Branch \_\_\_\_\_ Area \_\_\_\_\_

Upon completion, this audit report and Form 28 - Cash Report - for December of the audit year, is to be submitted to the Area Representative, and to others as indicated on the form, by February 10 of the year following the audit year. This report is intended to be used with the current version of Form 28.

1. Summary of Receipts and Disbursements per December Form 28:

- a. Total Cash at beginning of year (Line 1 YTD) \_\_\_\_\_
- b. General Receipts for year (Line 2 YTD) \_\_\_\_\_
- c. General Disbursements (Line 3 YTD) \_\_\_\_\_
- d. Custodial Receipts (Line 5 YTD) \_\_\_\_\_
- e. Custodial Disbursements (Line 6 YTD) \_\_\_\_\_
- f. Total Cash at end of year ( Sum of a + b - c + d - e ) \* \_\_\_\_\_

2. Branch Cash Elements at Year End per December Form 28:

- a. Checking \_\_\_\_\_
- b. Savings \_\_\_\_\_
- c. Other (Petty Cash, etc.) \_\_\_\_\_
- d. Total \* \_\_\_\_\_

\* NOTE - Cash Elements Total at Year End on December Form 28 (2.d above) must equal Total Cash at end of year (1.f above and Line 8 of December Form 28).

The Branch Cash Elements for the end of the audit year were verified from the following sources:

Checking Account Statement \_\_\_\_\_ Bank

Savings Account Pass Book \_\_\_\_\_ Bank

Petty Cash \_\_\_\_\_

**All transactions were found to be in order, except as noted in additional Report.**

Signed, Audit Committee:

\_\_\_\_\_

Date \_\_\_\_\_

## BRANCH AUDIT REPORT (continued)

**The Branch Audit Committee shall also prepare the following review.**

ITEM	YES	NO
1. Has the TOTAL CASH BALANCE (Form 28 Line 8) been properly detailed?		
2. Have any funds been improperly solicited? (Solicitation of business, or solicitation of funds by any person or persons at any luncheon or other social meeting of the Branch for support of or contributions to any cause, crusade or any charitable or civic project, however worthy, is prohibited.)		
3. Does the Branch Treasurer maintain separate accounting for each activity such as trips, Ladies Days, etc.?		
4. Are all Branch activities such as travel, bowling, golf, etc. financed by the participants and not by the Branch?		
5. Does the Branch Treasurer maintain a Property Record for such items as microphone, office equipment, etc., which have been purchased by or donated to the Branch?		
6. Is the Branch Treasurer provided with a quarterly report from the person(s) handling Rooster (for sale) items?		
7. Does the Branch Treasurer maintain a ledger showing the receipts and disbursements for the Branch operations?		
8. Is the Branch being financed correctly?		
9. Is the Branch Treasurer using his Personal Checking Account for Branch Business?		

**Distribution (both pages): Big SIR, BEC, and Filed with financial records by the, Branch Secretary**