

Audit Guidelines
(using current Colorado Audit form)

Questions and Problems should be addressed to the Department Treasurer.

Lennie Dolan codept.treasurer@gmail.com 303-341-7488/303-349-7416

1. Cash Balance This Report totals from the prior audit are entered in the Cash Balance Last Report column on the new audit sheet.
2. Receipt totals for each month of the audit period are added together and the sum is entered in the Receipts column for the appropriate fund.
3. Disbursement totals for each month of the audit period are added together and the sum is entered in the Disbursements column for the appropriate fund.
4. New Cash Balance this Report is calculated as follows: Balance last report plus receipts less disbursements equals Cash Balance This report. Enter this total on audit form in Cash Balance This Report Column for each fund.
5. Repeat items 1 through 4 for each line of the audit.
6. Auxiliary must have at least a general fund and relief fund. Other categories may be added according to the needs of the Auxiliary.
7. Add columns down and across. The total on line 8 must be the same working down and across. Very Important!
8. Enter Cash Balance Last Report, Receipts, and Disbursements for savings account if applicable.
9. Enter the ending balance on the most current bank statement.
10. Record any deposits not cleared for the period.
11. Record any outstanding checks that did not clear for the period.
12. Calculate the adjusted bank balance. This balance MUST agree with the total on line 8.
13. The balance in the checkbook register, the Treasurer Record Book and the Audit must all agree.

Items to Be Checked During Audit

1. The Secretary's minutes should be checked to see that all motions made for the expenditure of funds have been made.
2. All checks issued are for motions made or listed in the Auxiliary Standing Rules.
3. If the auxiliary maintains a separate Dept. and National Dues column, there should not be a large balance or negative balance at the end of the audit period. This ensures that all dues received have been sent in as required.
4. Bond should be reviewed to see that it is current and for enough to cover any loss and covers the office of both the President and Treasurer. The bond should cover the total of checking, savings and any investments such as CDs. A separate bond must be carried for any gaming bank account.
5. Trustees should see that the 990 has been filed for the auxiliary as required. Forms should be filed between July 1 and November 15 each year. Verify that a copy has been sent to the Department Treasurer.
6. If the auxiliary has a separate raffle or bingo account, it must also be audited on a separate form.
7. Trustees must each sign the treasurers record book, the check register, the last bank statement and each page of the secretary's book.
8. The audit must be read on the floor of a general meeting and a motion made to accept. A copy of the audit should be kept in the secretary's record book and the treasurers record book.
9. Note that the audit should be completed within 30 days following the end of the period and must be voted on within 60 days following the end of the period before it is sent to Department.
10. The audit should be called for by the 1st Year Trustee and the audit should be mailed or emailed to the Department Treasurer by the most senior Trustee present at the audit.
11. The audit must be completed by the Trustees. They should not sign an audit that they did not prepare. In the event of a loss to the auxiliary, Trustees can be held liable if they did not do their job but signed off on the audit.

Hint: Always re-add the figures on the audit after copying to a final copy to avoid errors.