

Recommended Audit Procedures

- Secure all financial records (blank checks, cancelled checks, bank statements, ledgers, receipts) for the audit period.
- Review each check for correct signatures and appropriateness of payment or vendor. In instances when it is necessary for check(s) to be written to a signatory, the check(s) should be signed by someone other than the signatory.
- Match documentation (invoice, cash register receipt) to each check.
- Select a sample of expenditures and review minutes to determine whether expenditures were authorized.
- Trace receipts/expenditures recorded on the ledger to the bank statement.
- Compare dates of receipts to dates of deposits. Document any extended delays in deposits (more than one week).
- Review numerical sequence of canceled and unused checks. List any missing checks.
- Compare donor records to recorded receipts. Document any differences.
- Reconcile at least two bank statements to the records.
- If certificates of deposit are owned, verify that they are still on deposit with the bank. If no longer on deposit, trace proceeds to deposit in checking account.
- Compare receipts/expenditures to budget. Determine if level of activity appears to be reasonable.
- Provide mathematical accuracy of records:

	Cash Balance 12/31/98
+	Receipts During 1999
-	<u>Expenditures During 1999</u>
	Cash Balance 12/31/99
- List any checks that are outstanding and date of issue.
- Compare financial records of treasurer's report for at least two months. Document unreasonable differences.
- Report to the membership of the 4-H committee the state of the past years records.