

ALA FINANCIAL AUDIT CHECKLIST

The attached form was drafted by the Mile High Chapter, ALA out of Denver, Colorado. This checklist was developed for our own audit purposes, and may be useful as a guideline for other chapters. The recommendations may or may not necessarily reflect the opinion of the National Association, and some items may not be applicable to a given chapter.

Chapter:	Puget Sound
Fiscal Year being Audited:	April 2005 - March 2006
Tax Year, if Different	
Board Member Auditor(s) or outside entity - If board members, two preferred (should not include the person who was treasurer for the time period being audited, and ideally at least one should not have been a signer on the account for audited time period)	Susan Gantt Business Manager Gordon Murray Tilden LLP 1001 Fourth Avenue, Suite 4000 Seattle, WA 98154 206-467-6477 sgantt@gmtlaw.com
Date of Audit:	4-24-06
Who was the treasurer during the fiscal year being audited, and how can you reach him/her?	Barb Schaefer Bennett, Bigelow - Leedom 206-622-5511
Software program being used, if any:	Quicken Quickbooks Pro

CHECKING ACCOUNT No. 000321369 WITH Credit Union NW

Item Checked	Notes, if any	
* Are all bank statements available and reconciled? - Is there a reconciliation report (showing uncleared checks, etc.) attached to the bank statement? - Are they reconciled by someone OTHER than a signer on the account? Brenda Nixdorf	Month 1 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? April 2005 Month 2 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? May Month 3 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? June Month 4 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? July Month 5 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Aug Month 6 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Sept Month 7 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Oct Month 8 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Nov Month 9 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Dec Month 10 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Jan Month 11 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? Feb Month 12 <input checked="" type="checkbox"/> Statement? <input checked="" type="checkbox"/> Rec. report? <input checked="" type="checkbox"/> Non-Signer Reconciler? March 2006	
	Notes:	
	* Is there backup documentation	The following randomly-selected disbursements were verified and DID or DID NOT have backup documentation:

2005
1 email from Brenda

available for each disbursement? Randomly check some transactions, check some particularly large disbursements, and review disbursements to board members or other individuals.

6049 dtd 7/19/05 to Sunflowers for \$ 139.24 ✓ DID or did NOT
 # 6130 dtd 10/21/05 to Yaymun Wilson for \$ 500.00 ✓ DID or did NOT
 # 6153 dtd 11/7/05 to CEM Club 40 for \$ 1,089.00 ✓ DID or did NOT
 # 6188 dtd 10/20/05 to MPS, Inc. for \$ 5,000.00 ✓ DID or did NOT

The following particularly large disbursements were verified and DID or DID NOT have backup documentation:

5066 dtd 4/12/05 to WAC for \$ 1,821.49 ✓ DID or did NOT
 # 6014 dtd 5/12/05 to Printcom for \$ 12,847.84 ✓ DID or did NOT
 # 6209 dtd 2/9/06 to Marjorie S. Goldfarb for \$ 1,000.00 ✓ DID or did NOT
 # 6265 dtd 3/14/06 to Printex Print for \$ 3,580.00 ✓ DID or did NOT

The following checks to board members or other individuals were verified and DID or DID NOT have backup documentation:

5070 dtd 4/27/05 to Brenda Higley for \$ 1,000.00 ✓ DID or did NOT
 # 6026 dtd 01/11/05 to Richard French for \$ 705.69 ✓ DID or did NOT
 # 6074 dtd 8/21/05 to Joni Jabker for \$ 71.65 ✓ DID or did NOT
 # 6095 dtd 9/13/05 to Gilbert Price for \$ 347.57 ✓ DID or did NOT
 # 6159 dtd 11/16/05 to Linda Hill for \$ 114.78 ✓ DID or did NOT
 # 6195 dtd 10/1/06 to Rick Meyer for \$ 152.31 ✓ DID or did NOT
 # 6217 dtd 2/23/06 to Lynda Mathews for \$ 38.00 ✓ DID or did NOT
 # 6237 dtd 3/20/06 to Lisa Minor for \$ 500.00 ✓ DID or did NOT (14 of 5 receipts)

* Are copies of deposits available (including copies of each check and bank-stamped receipt with correct total)? (random check)

Randomly selected the following deposits from the physical check register, and then looked at deposit copies to verify:

Deposit dtd 8/10/05 for \$ 1,350.00
 Copies of ALL checks? ✓ YES ___ NO
 Bank-stamped receipt with correct total? ✓ YES ___ NO
 Deposit dtd 10/21/05 for \$ 2,258.00
 Copies of ALL checks? ✓ YES ___ NO
 Bank-stamped receipt with correct total? ✓ YES ___ NO
 Deposit dtd 3/26/06 for \$ 7,500.00
 Copies of ALL checks? ✓ YES ___ NO
 Bank-stamped receipt with correct total? ___ YES ✓ NO

Notes:

* Physical check register appears to contain all check stubs?	YES <input type="checkbox"/> NO; missing numbers: <u> </u> - laser checks - OK
* Electronic check register balance matches physical check register?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO NO Beginning register balance per software program: \$ <u>1618.43</u> Beginning register balance per physical register: \$ <u>1618.43</u> Ending register balance per software program: \$ <u>(15934.62)</u> Ending register balance per physical register: \$ <u>(15934.62)</u>

CHECKING ACCOUNT NO. _____ WITH _____

* Are all bank statements available and reconciled? - Is there a reconciliation report (showing uncleared checks, etc.) attached to the bank statement? - Are they reconciled by someone OTHER than a signer on the account?	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Month 1</td> <td style="width:15%;">Statement?</td> <td style="width:15%;">Rec. report?</td> <td style="width:15%;">Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 2</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 3</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 4</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 5</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 6</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 7</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 8</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 9</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 10</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 11</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> <tr> <td>Month 12</td> <td>Statement?</td> <td>Rec. report?</td> <td>Non-Sign. or Reconciler?</td> </tr> </table> Notes: _____	Month 1	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 2	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 3	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 4	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 5	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 6	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 7	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 8	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 9	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 10	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 11	Statement?	Rec. report?	Non-Sign. or Reconciler?	Month 12	Statement?	Rec. report?	Non-Sign. or Reconciler?
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<p>* Are copies of deposits available (including copies of each check and bank-stamped receipt with correct total)? (random check)</p>	<p>Randomly selected the following deposits from the physical check register, and then looked at deposit copies to verify:</p> <p>Deposit dtd _____ for \$ _____ Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Deposit dtd _____ for \$ _____ Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Deposit dtd _____ for \$ _____ Copies of ALL checks? <input type="checkbox"/> YES <input type="checkbox"/> NO Bank-stamped receipt with correct total? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Notes:</p>
<p>* Physical check register appears to contain all check stubs?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO; missing numbers: _____</p>
<p>* Electronic check register balance matches physical check register?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Beginning register balance per software program: \$ _____ Beginning register balance per physical register: \$ _____</p> <p>Ending register balance per software program: \$ _____ Ending register balance per physical register: \$ _____</p> <p>Notes:</p>

GENERAL ITEMS

<p>Treasurer's reports - copy of each month's report available? What reports constitute a full report</p>	<p>Reports should consist of the following:</p> <ol style="list-style-type: none"> 1. <i>Balance Sheet</i> 2. <i>Profit & Loss</i> 3. <i>Executive Summary</i>
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(e.g. monthly cash flow? YTD cash flow? Balance sheet? budget report? others?)	<p>3. 4. 5.</p> <table border="0"> <tr> <td>Month 1</td> <td><input type="checkbox"/> Complete</td> <td><input checked="" type="checkbox"/> Missing</td> <td><u>No Executive Summary</u></td> <td>(14)</td> </tr> <tr> <td>Month 2</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(15)</td> </tr> <tr> <td>Month 3</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(16)</td> </tr> <tr> <td>Month 4</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(17)</td> </tr> <tr> <td>Month 5</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(18)</td> </tr> <tr> <td>Month 6</td> <td><input type="checkbox"/> Complete</td> <td><input checked="" type="checkbox"/> Missing</td> <td><u>No Executive Summary</u></td> <td>(19)</td> </tr> <tr> <td>Month 7</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(10)</td> </tr> <tr> <td>Month 8</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(11)</td> </tr> <tr> <td>Month 9</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(12)</td> </tr> <tr> <td>Month 10</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(1)</td> </tr> <tr> <td>Month 11</td> <td><input type="checkbox"/> Complete</td> <td><input checked="" type="checkbox"/> Missing</td> <td><u>No Executive Summary</u></td> <td>(2)</td> </tr> <tr> <td>Month 12</td> <td><input checked="" type="checkbox"/> Complete</td> <td><input type="checkbox"/> Missing</td> <td></td> <td>(13)</td> </tr> </table>	Month 1	<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Missing	<u>No Executive Summary</u>	(14)	Month 2	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(15)	Month 3	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(16)	Month 4	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(17)	Month 5	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(18)	Month 6	<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Missing	<u>No Executive Summary</u>	(19)	Month 7	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(10)	Month 8	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(11)	Month 9	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(12)	Month 10	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(1)	Month 11	<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Missing	<u>No Executive Summary</u>	(2)	Month 12	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Missing		(13)
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Form W-9s	<p>Does the treasurer have on file current Form W-9s for vendors which are not incorporated? (This form verifies the legal nature of the entity, such as sole proprietorship, incorporated entity, etc., requires their tax ID # for tax reporting purposes, AND attests to whether they are subject to backup withholding).</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><i>Recommendation to obtain W-9 forms for New Vendors</i></p>																																																												
Form 1099s	<p>Were 1099s issued to any unincorporated entities which were paid more than the limit established by the IRS as triggering a Form 1099, currently \$<u>1000</u>?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO <u>N/A</u></p>																																																												
Tax Return - Applicable tax return(s) filed for most recent tax period? (Form 990? sales tax form? other?)	<p>Form <u>990</u> for tax period beginning <u>4-1-04</u> and ending <u>3-31-05</u> was filed on <u>or about 2/15/06</u></p> <p>Form _____ for tax period beginning _____ and ending _____ was filed on _____.</p> <p>Form _____ for tax period beginning _____ and ending _____ was/is due to be filed by _____ but has not yet been filed.</p>																																																												
Budget - was one done, and regular reports given?	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>																																																												

Auditor(s) Signatures:

[Signature]
Signature

Signature