

Company Name:

Fiscal Year:

INCOME	Yes	No	Explain
1. Was all the income properly allocated and categorized?			
EXPENDITURES			
2. Were all expenses properly allocated and categorized?			
3. Did all expenses come with supporting documents for each expense account, such as original invoices, receipts, purchase orders, and other agreements?			
4. Was there a proper bill or disbursement request/voucher ("paper trail") for each expenditure?			
5. Was each expense a part of the company's budget?			
6. Did the finance team record the receipts and disbursements in the system as they were submitted?			

<p>7. Did the expenses match the original invoices?</p>			
<p>INTERNAL REVENUE SERVICE</p>			
<p>8. Did the company file a form 990N/990EZ or 990 with the IRS?</p>			
<p>9. Did the company file a Personal Property Return?</p>			
<p>CHECKS/BANKING</p>			
<p>10. Did two authorized unit officers properly sign all checks?</p> <p>Authorized officers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			
<p>11. Were all checks sequentially numbered?</p>			
<p>12. Were all checks accounted for?</p>			
<p>13. Were all bank statements properly</p>			

reconciled on a monthly basis by the treasurer?			
14. Was all cash deposited in full and not used to pay bills?			
15. Was more than one person responsible for collecting, receipting and depositing cash?			
16. Did all bank deposits match receipts?			
17. Were receipts prenumbered and documented in the general ledger?			
18. Were all disbursements paid by pre-numbered checks?			
19. Were VOID checks marked "VOID" and attached to the appropriate stubs in the check book?			
20. Did the CFO initial the statement of accounts and bank statements?			
BUDGET/REPORTS			
21. Did the treasurer submit monthly written financial reports?			

22. Were all financial records in order?			
23. Was the statement of accounts reviewed on a monthly basis?			
24. Were all invoices approved and initialed for payment?			
25. Were monthly financial reports initialed by the CFO?			
ACCRUALS			
26. Were there any unusual or unexpected accruals that need to be further investigated?			
27. Did estimates match the actual results?			
28. Did the accounting estimates represent a risk of misstatement (overstate or understate)?			
29. Were all accounts properly classified?			
30. Did the accrual account balance match the balance in the general ledger?			

31. Were the account balances accurately calculated and entered into the company's accrual accounts?			
32. Were there supporting documents (such as invoices, purchase orders and contracts) for each accrual account?			
33. Were the accruals based on actual transactions and events?			
34. Were there any related party transactions that needed to be disclosed in the accrual accounts?			
35. Were there any known or potential contingencies that need to be disclosed in the accrual accounts, such as pending litigation or warranty claims?			
36. Were there any subsequent events that needed to be disclosed in the accrual accounts, such as changes in the status of pending transactions or events that occurred after the reporting period?			
TRIAL BALANCE			
37. Were accounts properly classified?			

38. Were all trial balance entries supported by documents?			
39. Were all accounts and balances included in the trial balance?			
40. Were there omissions or duplicates in the trial balance?			
41. Did each account in the trial balance match the balance in the company's general ledger?			