

## AUDIT CHECKLIST

This sheet **MUST** be returned with ALL audit paperwork

### CHECK ALL BOXES INCLUDED IN RETURN PACKAGE

- Financial Report
- SIGNED Supplementary Fundraising Report (Clubs Only)
- SIGNED Authorization Form
- SIGNED form 1c for Units/Committees/Clubs
- Copy of bank statements of checking account  
for **December 31, 2019** and **January 31, 2020**
- Copy of Savings Account statement for December 31, 2019  
 Does not apply
- Copy of Certificate of Deposit statement - last statement of year 2019  
 Does not apply
- List of Accounts receivable  
 Does not apply
- List of investments  
 Does not apply
- List of other liabilities  
 Does not apply
- Audit checklist

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Unit/Committee/Shrine Club