

AUDIT CHECKLIST (DUE DATE IS FEBRUARY 28th)

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

NAME OF CLUB/UNIT/COMMITTEE _____

CONTACT NAME: _____ **CELL PHONE:** _____ **EMAIL:** _____

- _____ **FINANCIAL REPORT** (Excel Template) - Please email completed file in .xls format if possible.
NOTE: Beginning Balance in lower right Members Equity Section **MUST** equal ending balance submitted last year)
- _____ **AUTHORIZATION FORM** (Signed by Preparer AND Your Audit Chairman)
- _____ **SUPPLEMENTARY FUND RAISING REPORT** (Must be signed) - CLUBS ONLY
- _____ **BANK STATEMENT(S) - CHECKING ACCOUNT (S)**
copy of **December 31, 2020** AND **January 31, 2021** statements
- _____ **BANK STATEMENT(S) - SAVINGS ACCOUNT (S)**
copy of December 31, 2020 AND January 31, 2021 statements
_____ Does Not Apply
- _____ **BANK STATEMENT(S) - CDs or OTHER FINANCIAL ACCOUNT**
copy of December 31, 2020 AND January 31, 2021 statements
- _____ **ACCOUNTS RECEIVABLE** Listing as of December 31st
_____ Does Not Apply
- _____ **OTHER INVESTMENTS** Listing as of December 31st
_____ Does Not Apply
- _____ **ACCOUNTS PAYABLE and LIABILITIES** Listing as of December 31st
- _____ **AUDIT CHECKLIST** (This Form)

Note: You may mail or turn in hard copies to the Temple office at the address above. Preferably /alternatively, the completed primary return in EXCEL file format along with this form and all supporting forms and signature documents (the latter may be scanned or a clear picture taken) and emailed to addresses below. Retain all original signed and completed documents along with your original financial records and receipts in your club/unit/committee files for seven years.

Email to: jayalfirevic@comcast.net Jay Alfirevic, Assistant Rabban 630-258-3485 - Call with any questions or if you need assistance to complete. Please also copy Recorder **Bill@Medinah.org** and Temple Accountant **Cheryl@Medinah.org**