**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**