**PR BOOSTER – Annual Audit Checklist**

**Name of Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audited By (list names/email):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date of Audit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please be sure to review the following items during your audit.*

* Do you have an organization debit card? Yes or No (Circle One)
* If yes, your bylaws have been amended to allow your organization to use the debit card for purchases
* All debit card purchases have an authorization form signed by 2 officers and receipts attached to the form
* All bank statements in the months that the debit card was used have all debit card transactions reconciled and bank statements signed by 2 officers other than the Treasurer
* Bank register matches the bank statements
* Statements are reconciled each Month
* All expenses can be supported with receipts
* All income is documented and reflected in the bank statement
* All checks have two signatures as required in the organizational bylaws
* W-9’s received and any 1099 Forms needing to be filed are identified.
* Any carryover amount required by the bylaws is available.
* Confirmation that any issues raised in the prior year’s audit were corrected
* Expenses are within approved budget guidelines or any necessary member vote was conducted prior to a large non-budgeted expenditure, according to the bylaws