

PR BOOSTER – Annual Audit Checklist

Name of Organization:

Audited By (list names/email):

Date of Audit: _____

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

- 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