



Volunteer Organization Peer Financial Audit

The peer financial audit is to be completed only by Organizations with a year-end balance of less than \$5,000. All others must be audited by an accountant or CPA.

Required Attachments: Bank statement for period ending June 30, June bank reconciliation, annual budget, record of outstanding expenditures

Cash Receipts

Yes No

- | | | |
|-------------------------------------------------------------------|-------|-------|
| 1. Are records maintained of all receipt books and cash received? | _____ | _____ |
| 2. Are copies of voided receipts retained? | _____ | _____ |
| 3. Are guidelines in place for cash handling? | _____ | _____ |
| 4. Are funds deposited within 48 hours of collection? | _____ | _____ |

Cash Disbursements

- | | | |
|------------------------------------------------------|-------|-------|
| 1. Are voided checks retained? | _____ | _____ |
| 2. Are guidelines in place for expenditure approval? | _____ | _____ |
| 3. Are expenditures getting the proper approvals? | _____ | _____ |
| 4. Are checks signed by two authorized signers? | _____ | _____ |
| 5. Are records kept of expenditures pending payment? | _____ | _____ |
| 6. Does the Organization engage in deficit spending? | _____ | _____ |

Fundraising

- | | | |
|-----------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Are fundraising activities approved by the Organization's members? | _____ | _____ |
| 2. Are fundraising activities approved by the coach/sponsor/Athletics Director and principal or designee? | _____ | _____ |
| 3. Are cash handling guidelines being followed? | _____ | _____ |

Purchases

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Do purchases align with the Organization's budget? | _____ | _____ |
| 2. Do purchases that do not align with the Organization's have approval from the coach/sponsor/Athletics Director and principal or designee? | _____ | _____ |
| 3. Are all purchases made in support of the organization or activity the Organization supports? | _____ | _____ |
| 4. Are timely payments made for all purchases? | _____ | _____ |

Financial Statements & Reconciliations

- | | | |
|--------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Are monthly financial reports share with the Organization's members? | _____ | _____ |
| 2. Are monthly financial reports shared with the coach/sponsor/Athletics Director and principal or designee? | _____ | _____ |
| 3. Was an annual budget adopted by the Executive Board? | _____ | _____ |
| 4. Was the annual budget approved by the coach/sponsor/Athletics Director and principal or designee? | _____ | _____ |
| 5. Are the bank statements reconciled monthly? | _____ | _____ |
| 6. Does the Organization's president review and approve the monthly reconciliations? | _____ | _____ |



Volunteer Organization Peer Financial Audit

Auditor's Report

Organization's Name: _____ Date of Audit: _____

Auditor Comments and/or Findings:

Auditors:

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

Audit Acknowledgement

By signing below, you acknowledge you have received a copy of the peer financial audit.

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

Principal or Designee's Signature: _____ Date: _____