



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

## Club Audit Procedure

The following procedure was developed by Mary L. Randolph, PRP, CCP-T, and is used with her permission with slight modifications for Soroptimist.

### COMMITTEE WORKSHEET

1. Obtain all records which should include:

- |                              |                            |  |
|------------------------------|----------------------------|--|
| a. Checkbook ____            | f. Copy of Budget ____     | k. Checks ____                           |
| b. Bank Statements ____      | g. Official Minutes ____   | l. Bylaws, Financial Policies, etc. ____ |
| c. Treasurer's Reports ____  | h. Cash on hand ____       |  |
| d. Cash Receipts ____        | i. Savings Records ____    |  |
| e. Disbursement Records ____ | j. Investment Records ____ |  |

2. CHECK for: ACCURACY

To prove the accuracy of the books, take beginning balance established by last audit. This should correspond to the opening balance for the current year. (Carry Over) \$ \_\_\_\_\_.

3. ADD receipts for the entire year:

- |                         |    |       |
|-------------------------|----|-------|
| a. Dues                 | \$ | _____ |
| b. Interest             |    | _____ |
| c. Contributions        |    | _____ |
| d. Misc. Income (_____) |    | _____ |

This will EQUAL the TOTAL FUNDS available. \$ \_\_\_\_\_

4. SUBTRACT all disbursements:

- |   |    |   |       |   |
|---|----|---|-------|---|
| a. Supplies                                   | \$ | < | _____ | > |
| b. Vouchers/Allocated management expenditures |    | < | _____ | > |
| c. Bank Fees                                  |    | < | _____ | > |
| d. Speakers/Programs                          |    | < | _____ | > |
| e. Misc. (_____)                              |    | < | _____ | > |

This will be the BALANCE ON HAND. \$ \_\_\_\_\_

- a. This should agree with the Treasurer's Financial Report
- b. This should agree with the bank balance, plus any cash on hand and deposits made but not yet recorded on the bank statement.

## 5. RECONCILE the Bank Statements:

- |   |    |         |
|---|----|---------|
| a. Take BALANCE FROM THE LAST STATEMENT | \$ | _____   |
| b. ADD Outstanding Deposits             |    | _____   |
| c. SUBTRACT Outstanding Checks          | <  | _____ > |
| d. RESULT, adjusted Bank Balance        | \$ | _____   |

## 6. RECONCILE the Checkbook:

- |   |    |         |
|---|----|---------|
| a. Checkbook BALANCE  | \$ | _____   |
| b. ADD interest, credits                                    |    | _____   |
| c. SUBTRACT any Bank Charges                                | <  | _____ > |
| d. RESULT, adjusted Check Book Balance<br>(Balance on Hand) | \$ | _____   |

7. NOTE: Savings and Investment records can be included in #3 through 6 or each can be accounted for separately. If accounted for separately, transfers between accounts need to be included as a line item. The adjusted Checkbook (plus Savings and Investment) Balance and Bank Balance must agree and this balance plus any cash on hand is the same as the Balance On Hand from calculations above. If they do not agree, look for your error or an error in the Treasurer's books.

8. CHECK for: **AUTHORIZATION**

From the minutes, bylaws and your personal knowledge, determine that all disbursements were authorized. Unless your bylaws (or other qualified document) so state, the listing of an item in the budget does not authorize expenditure. Bills or receipts should support all disbursements.

9. COMPLETE **REPORT** and PRESENT for Adoption

Your report should be short and to the point. State what your review included, what you found, your opinion of the book balances and any recommendations you may have. (See suggested reports (pages 3 Accurate and Complete, and page 4 Inadequate/Discrepancies); prepare and present the report which reflects the audit committee's findings.)

*Soroptimist International of Bidwell Rancho - Chico*  
AUDIT REPORT – Accurate and Complete

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: 20 -20 Audit Committee

RE: Report of Audit Committee

The audit committee has examined the treasurer's books for the (*period, fiscal year, etc.*) \_\_\_\_\_  
\_\_\_\_\_ in compliance with the procedures and authorizations set forth in the club's Bylaws, Rules of Order,  
Procedures and Financial Policies.

The Balance at the beginning of the fiscal year was: \$ \_\_\_\_\_

Total Receipts for the fiscal year were: \$ \_\_\_\_\_

Total Disbursements for the fiscal year were: \$ < \_\_\_\_\_ >

The Closing balance for the fiscal year was: \$ \_\_\_\_\_

All receipts, deposits, vouchers and disbursements have been accounted for and validated. The bank statements have been reconciled and found in order. (Or Some receipts, deposits, vouchers, and/or disbursement records are missing. The audit committee needs additional information before completing the audit.)

The audit committee has made the following recommendations:

- 1.
- 2.

The audit committee wishes to commend the treasurer for the accuracy and completeness of the records submitted for review.

The audit committee finds the books to be in order as of \_\_\_\_\_ .

AUDIT COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Soroptimist International of Bidwell Rancho - Chico*  
AUDIT REPORT (Inadequate/Discrepancies)

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: 20 -20 Audit Committee

RE: Report of Audit Committee

The audit committee has examined the Treasurer's books for the \_\_\_\_\_ (period, date, fiscal year, etc.) in compliance with the club's Bylaws, Rules of Order, Procedures, and Financial Policies. The audit committee was unable to perform a true and adequate audit due to lack of information or inadequacy of the books as presented.

The Balance at the beginning of the fiscal year was: \$ \_\_\_\_\_

Total Receipts for the fiscal year were: \$ \_\_\_\_\_

Total Disbursements for the fiscal year were: \$ < \_\_\_\_\_ >

The Closing balance for the fiscal year was: \$ \_\_\_\_\_

The audit committee found the records to be inadequate for proper audit and recommend a professional audit performed.

The audit committee finds the books not in order and/or discrepancies found in the records as follows:

- 1.
- 2.

The audit committee met and determined that the books were not in order as of \_\_\_\_\_.

AUDIT COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_