SFRG Informal Fund Audit Checklist

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|  | UNIT: DATE:  |
|  |  |
|  | Copy of last audit performed |
|  | Date last audit performed  |
|  | SFRG Informal Fund SOP |
|  | EIN number |
|  | Appointment Orders for Informal Fund Custodian and alternate |
|  | Informal Fund registered on post? |
|  | Budget/Spend Plan for SFRG Informal Fund |
|  | Copy of Bank statements since last audit |
|  | Are bank statements reconciled monthly? |
|  | Informal Fund reporting to membership at SFRG meetings? |
|  | Do SFRG meeting minutes reflect proper voting procedures for expenditures? |
|  | SFRG Informal Fund Reports submitted to commander  |
|  |  (upon request - change of command, change of fund custodian) |
|  | If petty cash is kept on hand, is it properly safeguarded and kept to a reasonable minimum, annotated in SOP? |
|  | SFRG ledger/check register |
|  | Copies of all deposit slips |
|  | Are deposits made in intact and in a timely manner after receipt? |
|  | Copies of withdrawal slips and/or checks |
|  | Receipts for all expenditures |
|  | Are expenditures made in accordance with regulation and SOP? |
|  | Is the payee identified adequately? |
|  | Is the entry detail complete and specific? |
|  | Fundraising Request Memos |
|  | Fundraising Reports |
|  | \*Indicates documents you should review |

Comments/Recommendations

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