



**Checklist  
Affiliate Organizations Audits**

Records needed	Acceptable	Not Available	Not applicable	Concerns/Comments
Bank statements				
Check stubs				
Canceled checks				
Deposit Receipts				
Receipt Book				
Unused checks				
Receipts received				
Vouchers (current period)				
<b>Financial Reports</b>				
current year				
last year				
1st month of current year				
IRS records, etc.				
EIN (match natl #)				#
Last audit report				
Constitution				
Policy statement				
Inventory lists				
<b>Minutes</b>				
membership meetings				
executive board meetings				
Membership records				
Audit report signed				
Bonded				\$

Additional Comments

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