

AUDIT COMMITTEE CHECKLIST: Month of _____, 20__

MEMBERSHIP RESPONSIBILITY	
Active members at the beginning of the chapter year	
Active members from last monthly audit report	
+ Number reported as enrolled this month	
+ Number reported as re-enrolled this month	
+ Number reported as reinstated this month	
+ Number of transfer-ins reported this month	
+ Number expired who paid their dues during this month	
Total Additions	
- Number of members reported as transferred to expired this month	
- Number of members updated as deceased this month in LCL net	
- Number of transfer-outs reported this month in LCL net	
- Number of members reported as resigned this month	
Total Deductions	
Number of members calculated as being in good standing (Active)	
Number of members showing as Active in LCL net (should agree with line above)	
YTD Gain or Loss	
Applications received for this month entered in LCL net	
Applications received for this month transmitted from LCL net to MI	
Rejected applications cleared from the Rejected tab of the LCL net Applications screen	
Enrolled members showing on the Active list of LCL net	
Verified new members against Secretary/Treasurer minutes	
Verified applications are fully completed with "Date transmitted" and "Application ID #" - entered as soon as received	
Verified required signatures of Application Review Committee are completed on the received applications	
Verified ballot date is completed on all chapter approved applications	
Verified enroll date is completed on all chapter approved applications	
Verified Moose ID number is entered on all transmitted applications	
Verified applicant signature is on the completed application	
Verified sponsor and endorser signatures are on received applications	
Verified application data matches LCL net member/applicant data	
Membership changes (change of address, status, etc.) have been updated in LCL net	
Deceased members have been reported and transmitted through LCL net	
Verify "transmits" are being done on a regular basis	
FINANCIAL RESPONSIBILITY	
Official business receipts are issued for all funds received (excluding centralized dues deposits received directly into Chapter account)	
Review of proper dispensations for equipment purchases (>\$2,500)	
Review of proper dispensations for donations (if needed)	
Ensure NSF check procedure is in place and enforced	
Verified deposits are being made on a weekly basis	

AUDIT COMMITTEE CHECKLIST: Month of _____, 20__

Risk Pool and Bond Premium billings are paid	
Monthly, Quarterly, Yearly Sales Tax has been paid	
QUICKBOOKS VERIFICATIONS	
All official business receipts are recorded in QuickBooks (QBs)	
Verify all receipts are entered in the proper QBs accounts	
Verify all centralized dues deposits are recorded in QBs and match the LCL net deposit reports and are recorded in the checkbook register	
Verify all funds received and recorded match the deposits made	
Verify deposits match the bank statement	
Duplicate deposit slips from Sec/Treas match deposits entered into QBs	
Verify checks (or check stubs for QBs printed checks) are issued in the amount of the bills/receipts	
Verify all bills (checks) are entered into the proper QBs accounts	
Review canceled checks from bank statement to ensure that no checks are made payable to cash, that all checks have the required two signatures and that they are earmarked properly	
Monthly bank reconciliation has been prepared in QBs and has no forced balancing. Review the bank statement against the QBs bank reconciliation to ensure the totals match	
Checkbook register has been manually reconciled	
Checkbook register balance matches the balance in the account in QBs	
Verify all sub-accounts under 1000.00 (i.e., checking, savings, CDs and other chapter accounts) are reconciled against statements received and match the balances showing in QBs under each account	
FORMS RESPONSIBILITY	
Form 114 mailed	
Form 166 for completed projects entered in Admin Menu	
Coworker of the Year form entered in Admin Menu by November 1st	
CA/NV Achievement form mailed by August 15th	
Form 941 or 944 filed for the quarter or year (if applicable)	
Officers installed in April recorded in MMMS after May 1st and before May 10 th (should be printed out and filed with date annotated) (Audit Committee can also view online)	
Installations held after April recorded in MMMS (critical dates Aug 10th for coworkers installed by July 31st, Feb 10th for coworkers installed by Jan 31st, Apr 30th for end of fraternal unit year) (should be printed out and filed with date annotated) (Audit Committee can also view on line)	
IRS Form 990N, or 990EZ filed by September 15 th (ALL chapters are now responsible for filing the proper 990 Form)	
Minutes are accurate, complete, approved and signed by the originator and Senior Regent	

AUDIT COMMITTEE CHECKLIST: Month of _____, 20__

TRAINING SESSION ATTENDANCE	
Senior Regent attended WOTM training session	
Junior Graduate Regent attended WOTM training session	
Recorder attended WOTM training session	
Recorder attended 2 Day Hands on Technical Training (2 HOTT) session	
FINANCIAL STANDING VERIFICATION	
1. Total Assets – from prior year April 30 th balance sheet	
2. Total Assets – from current period balance sheet	
A = Difference between last year and this year (1. – 2.)	
a. Total Donations year to date from YTD Profit and Loss Statement	
b. YTD Risk Pool/Bond Premium payments	
c. Matriculant/Chapter Representative Expenses	
B = Total allowable Contributions and Incidentals (a + b + c)	
Increase/(Decrease) in Financial Standing (A + B)	

This report prepared by **AUDIT COMMITTEE MEMBERS**

Monthly report transmission completed at the audit. Date: _____

This checklist should be filed with the Chapter copy of the monthly WOTM Audit Report, financial, and membership reports for review by an official visitor if requested.