

TRANSFER OF TREASURER AUDIT

PO Name:

Period Covering:

DATE OF REVIEW:

OBJECTIVE: IAW DAFI 34-106, para 5.8.; The audit and financial review verifies the private organization (PO) has a uniform system of accounting, consolidated reports of the accounting system, and identify areas of weakness and plan(s) for corrective action.

AUDITORS

Outgoing Treasurer:

Incoming Treasurer:

METHODS: The verification of bank statements, check registers, receipts, deposits, and quarterly financial statement reports to ensure all are in balance. In addition, verify the PO have adequate separation of duties, proper procedures for authorization, adequate documents and records, physical control over assets and records, and independent checks on performance.

DOCUMENTS REVIEWED AS FOLLOWS: (Indicate findings; Negative responses required)

- Banks statements –
- Check registers –
- Receipts –
- Deposits –

SUMMARY OF AUDIT: (Yes/No)

- Does PO have a uniform system of accounting?
- Does PO have consolidated reports of the accounting system into a meaningful summary?
- Does PO current assets (cash, receivables, and investments) exceed a monthly average of \$1,000 over a three-month period?
- Does PO provide quarterly financial reports to FSS/FSRPO detailing income & expenses?
- Does PO have adequate separation of duties, procedure for authorization, & adequate documents and record?
- Is the PO prepared for an official audit?
- Does PO have memorandum for record for missing documentation?
- Does PO have any areas of weakness? If so, what is the plan of corrective action?

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- List any concern(s), finding(s), and/or result(s) in detail?
 - Results/Discrepancies:
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Outgoing Treasurer (Signature)

Incoming Treasurer (Signature)

President (Signature)