

WISCONSIN STATE INSTRUCTIONS TO THE AUDITING COMMITTEE

This sheet is to be given to the Auditing Committee when it is instructed to begin its work, and returned to the PRESIDENT. The Auditing Committee shall audit the Treasurer's Books following the close of the chapter's financial year (2/29/2020) and after the chapter treasurer has completed her annual reports.

I. State Chapter Dues\$ <u>8.00</u> International Chapter Dues (includes \$6.00 to Cottey College)..... + <u>26.00</u> = _____ x	No. active members as of March 1	= \$ _____
II. P.E.O. Initiation & Reinstatement Fees..... \$ 15.00 x	No. of members initiated & reinstated	= _____
III. Other fees/assessments (Sections III & IV on Annual Report of Treasurer of Local Chapter)		= _____
TOTAL		= \$ <u> </u>

Check to see that:

- ✓ The above **TOTAL** equals the **Total Remittance** for dues and fees paid by the last check of the chapter year dated the last day of February.
- ✓ The number of active members as of February 29, 2020 (as shown above) matches the number on the Annual Report of Corresponding Secretary.
- ✓ Carry forward all checking/savings account balances from February 29, 2020 to March 1, 2020 and place in appropriate columns.
- ✓ The amount in the savings account is carried forward separately, as per instructions for the treasurer's book.
- ✓ The treasurer's monthly reports include the balance in the checking account, plus the balance in the savings account and "other assets" if any, such as investments. All balances combined comprise the total chapter assets.
- ✓ If any receipts were issued by the treasurer for the year from the RECEIPT BOOK, the amount and number of receipts agrees with the receipt entries in the treasurer's book.
- ✓ Check the totals in treasurer's book (chapter funds - checking and savings) and checkbook transaction register against actual balance shown in reconciled bank statement.
- ✓ Checks and recorded entries on disbursement side of the treasurer's book agree with each other in number, amount, and purpose for which drawn.
- ✓ A notation is written on last February page: "Audited and found correct" (or incorrect), followed by date and signatures of chairman and committee person(s).
- ✓ A report by the Auditing Committee is given to the chapter at the first regular business meeting in March or April under Committee Reports.
- ✓ Auditing Committee's report is accepted by a vote of the chapter which is recorded in the minutes.