

UCCO-SACC-CSN Local Audit Form



Local Audited: _____

Year Audited: _____

Date Audit Occurred: _____

Audit Committee Members:

| Name | Position | Institution |
|------|----------|-------------|
| | | |
| | | |

******* No member of the local executive may act as a member of the audit committee for any year in which that individual held a position on the local executive. *******

The following documents were made available to the audit committee and reviewed as part of this audit:

*****Please check the boxes*****

- UCCO-SACC-CSN Constitution
- Reimbursement Policy
- Local Executive and Local General Assembly meeting minutes (for motions pertaining to financial decisions)

- Bank Statements
- Bank Reconciliation Reports

| | |
|-----------|--|
| January | |
| February | |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |

| | |
|-----------|--|
| January | |
| February | |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |

Opening Balance:
(Balance as of January 1st of year audited)

\$

Closing Balance:
(Balance as of December 31st of year audited)

\$

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Bank deposits record book

Records of National dues deposited via direct deposit

Processed cheques Two Signatures on EVERY cheque
(Financial institutions either provide the original cheques, or photocopies attached to bank statements)

Cheque book
(cheques should be numbered and all cheques should be accounted for)

Opening Cheque Number:
(Number on the first check written)

#

Closing Cheque Number:
(Number on last check written)

#

Expense claims
(Expense claims should include all relevant information, and receipts should be attached where required)

Approved budget
(Budgets are to be passed at a Local General Assembly - Minutes reflecting this should be presented)

December 31st Treasurer Report
(Ensure expenses were in line with the approved budget, any discrepancies should be explained)

Evaluation

Indicate yes or no

Was everything presented in an organized manner?

Were all documents/receipts accounted for? (eg. Bank statements, check stubs, deposit sheets)

Was spending in line with the budget?
(Were there any areas where the budget was not followed? Was an explanation provided?)

Were the Expense claims provided to account for the cheques written to members?

Were the meeting minutes presented to account for larger, out of the ordinary, purchases?

Are accounts payables tracked and accounted for?
(Is there a method for tracking money owed by the local that has not been billed yet - i.e. For LWOP)

