

# PERI Chapter Audit Report

## CHECK Account Name(s), Numbers and Signers

	ACTIVITY	AUDITORS	FINDINGS
ACCOUNTS:	Verify that the account name is in accordance with PERI's chapter bylaws.		
	Verify the chapter's Employer Identification Number (EIN) with the PERI state office.		
	Verify that the current President and Treasurer are <u>both</u> signers on the account(s).		
	Verify that petty cash = receipts plus cash on hand.		

	ACTIVITY	AUDITORS	FINDINGS
STATEMENTS:	Verify Treasurer's end of year Chapter Financial Report = the total on the end of year bank statement.		
	Verify non-checking account investments on file = balance listed on the investment's year end statement.		
	Random check Treasurer's monthly Chapter Financial Report to corresponding monthly bank statement.		

## CHECK Income and Expenses

	ACTIVITY	AUDITORS	FINDINGS
INCOME:	Review and note the various revenue sources.		
	Verify dues income = number of members.		
	Verify that income reports in Chapter Minutes = deposits.		
	Verify that interest income is included in reports to chapter.		

	ACTIVITY	AUDITORS	FINDINGS
EXPENSES:	Match expenses paid, to receipts or invoices.		
	Verify authorization to pay, to expenses paid.		
	Verify that all expenditures are in compliance with PERI purpose article.		
	Review the Chapter Minutes for approval to pay reoccurring general expenses.		