



## Annual Audits of Chapters Due in Home Office

Annual Audit forms were mailed to chapter treasurers only. A copy of the letter was sent to all presidents, vice presidents and elected members of the auditing committee for their information.

As established by the Laws of the Society, each chapter's **AUDITING COMMITTEE** consists of three individuals, the chapter president, vice president, and an elected member. It is the committee's responsibility to audit all records of the treasurer and report audit findings to the chapter's membership as well as the Home Office.

The annual audit is to be conducted after completion of the September Treasurer's Report, form C-36. Copies of the Monthly Treasurer's Report, bank statements, check register, etc. are to be turned over to the Auditing Committee. As chairman of the Auditing Committee, the president, along with the vice president and the elected member of the auditing committee, should conduct the audit.

The annual audit should include a review of all Treasurer's Reports from October 1<sup>st</sup> to September 30<sup>th</sup>. Some general procedures to be performed during the audit include:

1. Select a sample of checks from the check register for review.
2. Match the selected checks to supporting receipts and the bank statement when cashed.
3. Match the receipts selected to appropriate approval of expense.
4. Select a sample of bank deposits from the check register for review.
5. Match the selected deposits to supporting documentation and the bank statement.
6. Verify the selected checks and receipts were properly reported on the C-36 Treasurer's Report.
7. Review bank reconciliations to ensure they are accurate and performed on a timely basis.

This is not an exhaustive list of procedures to be performed but should be the base of any review of your chapter's books.

**Only after thoroughly reviewing all the records should the audit form be completed and signed.**

Following the checklist below will ensure that the year-end check for your chapter will be mailed on a timely basis.

- ✓ Prior to December 31<sup>st</sup>, send ONE copy of the completed Annual Audit form to Home Office, along with a copy of the latest bank statement. This is the only time during the year that a bank statement is required. If your chapter has a savings account only, a copy of the savings account identification/statement page and copy of the latest passbook page should be submitted.
- ✓ Monthly Treasurer's Reports (form C-36) should be up to date. These reports are required on a monthly basis even if no meeting was held or there were no changes in your bank account balances during the month. Your year-end check will not be mailed to you until all Treasurer's Reports are received at the Home Office.
- ✓ At NO time should a member's social security number be registered on the bank account. Each Woman's Life chapter has been issued a tax identification number (TIN) by the Internal Revenue Service. This is the number that must be registered on the bank account.

- ✓ If any IRS notices or tax forms are received for your chapter, they should be immediately forwarded to the Home Office for attention.
- ✓ All Woman's Life accounts should be registered at the bank under the name of Woman's Life Chapter No. \_\_\_\_\_ (then the 2 letter State). Gamma Nu Chapters can list their chapter designation either on the line before or after the Woman's Life Chapter C- \_\_\_\_\_ (ST) identification.

If you have any questions regarding the audit or records of your chapter, please do not hesitate to contact Home Office.