



**PHI MU ALPHA SINFONIA
FRATERNITY OF AMERICA**

10600 Old State Road
Evansville, IN 47711-1399

CHAPTER AUDIT CHECKLIST

This form is to be used in conjunction with the Guide to Money Management when the completing the actual audit. It should be signed by the members of the auditing committee when completed and should be presented to the chapter as a part of the final treasurer's report of the semester.

Chapter _____ School _____ Province _____

1. Check the arithmetic in the following documents: Ledger
 Journal
 Checkbook
2. Reconcile ledger/checkbook with bank statements:

	Date	Ending Balance
<input type="checkbox"/> Beginning statement		
<input type="checkbox"/> November statement		
<input type="checkbox"/> January statement		
<input type="checkbox"/> End statement date		

3. Analyze ledger and journal for appropriate level of detail.

Comments: _____

4. Complete deposit audit for each semester.

	Cash/Check Dues per Journal	Dues deposits per Statements	Difference
<input type="checkbox"/> Fall Semester			
<input type="checkbox"/> Spring Semester			

5. Verify dues payments with receipt book.

Missing Receipts / Other Comments: _____

6. Verify invoices or receipts for every check issued.

Check Number	Amount	Disbursement Voucher / Invoice	Receipt
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

