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| Treasurer’s Audit Form  Legion of Mary – Philadelphia Senatus  -This form to be filled out by Auditor  Rev. 1/1/2019 | | vexillum blue.gif |
| **COUNCIL OR PRAESIDIUM NAME**: | |  | | |
| **PARISH:** | |  | | |
| **FISCAL YEAR:** | |  | | |
| **TREASURER’S NAME:** | |  | | |
| **AUDITOR’S NAME:** | |  | | |

**AUDITOR’S SIGNATURE AND DATE:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CHECKLIST | | | | | | |
| Yes | No | | N/A | | Verify the following:  N/A may apply to Praesidia. | Comments |
|  | |  | |  | Are income and expense entries recorded properly in hard bound ledger or in electronic spreadsheet? |  |
|  | |  | |  | Is running balance correct (math) and does final balance agree with bank balance and cash on-hand? |  |
|  | |  | |  | Is there a record of each transaction? Sales slip, invoice, bill or reimbursement slip for each expense. |  |
|  | |  | |  | Is all income such as secret bag and donations to Councils documented? |  |
|  | |  | |  | Is there a record of donations made to next higher Council? |  |
|  | |  | |  | Are all checks and monies paid out for legitimate Legion business? |  |
|  | |  | |  | Does the Council have a commercial banking account (in Council name and EIN)? |  |
|  | |  | |  | Are bank statements filed and balanced monthly against the ledger entries? |  |
|  | |  | |  | Are there sales slips and purchase invoices kept for religious supplies sold and bought? |  |
|  | |  | |  | Are travel expenses documented (mileage @ 14 cents/mile, tolls, lodging and meals) |  |
|  | |  | |  | Verify bank signatories are of approved officers? |  |

Additional comments and recommendations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Auditor: Provide signed copy to Treasurer, Praesidium or Council President and forward a copy to next higher Council Treasurer.**