

Check List for the Audit of NARFE Chapter Funds

General Information

1. Name and number of Chapter: _____
2. Name of bank or credit Union where account is kept: _____

Is this institution federally insured? Yes ___ No ___. If not account should be moved to a Federally insured Institution, preferably in an interest-bearing account.

3. Name of account: _____
4. Identity of account (Number): _____
5. Names of individuals authorized to sign checks on the account: *Two individuals should be authorized as a minimum.*
 1. _____
 2. _____
 3. _____
 4. _____
6. Do checks need to be counter signed? Yes ___ No ___
If yes, names of individuals authorized to counter sign checks:
 1. _____
 2. _____

Note: Questions 4, 5, and 6 above should be obtained from the bank or Credit Union where the funds are kept.

Income

1. Are all chapter funds received promptly deposited in bank or credit union accounts?
Yes ___ No ___
2. Chapter dues are received from National with a listing of the dues. Yes ___ NO ___
3. Other funds, such as kitty collections and other donations should be promptly recorded and deposited into the account. Yes ___ No ___

Disbursements

1. Are funds disbursed as authorized by the chapter president or other officers as specified in the chapter's bylaws and policies? Yes ___ No ___. If not, what action was taken to obtain authorization for the disbursement: *Please annotate on reverse side.*
2. Do dispersed check match receipts/vouchers: Yes ___ NO ___
3. Has per capita dues been remitted promptly to the Federation Treasurer . Yes ___ No ___
If not, what action should be taken by the chapter to insure this is done: *Please annotate on reverse side.*

Other Items

- A. Are accurate records kept of all Chapter income and expenses? Yes ___ No ___
- B. Is a financial report prepared and presented to the Chapter each Month? Yes ___ No ___
- C. Are the financial records and bank statements reconciled each month? Yes ___ No ___
- D. Are the NARFE PAC funds kept separate from Chapter funds? Yes ___ No ___

This review of Chapter records was accomplished by:

Member: _____ Date _____

Member: _____ Date _____

Note: Audits can be any two members of the chapter with exception of the President, Vice President's, Secretary/Treasurer or Treasurer who should provide all necessary records and any assistance that should be required to conduct the audit.