

NATIONAL ASSOCIATION OF CAREER WOMEN
CHAPTER MANAGEMENT MANUAL

NACW CHAPTER AUDIT FORM

The following form is to be prepared by a member of the National Association of Career Women to fulfill the requirements for the annual audit as described in the Bylaws.

This form, along with the accompanying reports indicated, are to be submitted to the National Board no later than November 30th of the year ending September 30

- Year End Financial Statement
- Statement of Receipts & Disbursements and Balance Sheet
- Copy of the September Bank Statement

1. For a one month period, obtain bank statements and/or checks or duplicate check copies and perform the following:

- Compare cancelled check/copies to Invoices paid to make sure they agree.
- Assure checks have been signed by one of the authorized signers on the account.
- Note any differences below:

2. Obtain financial statement for one month and assure all receipts and disbursements recorded agree to deposits and checks written that month.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

3. Obtain board minutes for one month and assure all payments for that month were approved.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

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4. Examine bank statement for indications that bank reconciliation was performed and that the account balanced.

Any discrepancies? _____ No _____ Yes

If yes, please describe: _____

5. Obtain copies of the membership dues records and perform the following reconciliation of the checks paid to National for the **membership year ending**. (I.e. Do not include checks paid in the year ending that are for the new year.)

Individual Members

Number of Renewing Members _____ X \$45.00 = _____
 Number of New Members _____ X \$95.00 = _____

Corporate Members (3 Members)

Number of Renewing Members _____ X \$85.00 = _____
 Number of New Members _____ X \$235.00 = _____

Corporate Members (5 Members)

Number of Renewing Members _____ X \$175.00 = _____
 Number of New Members _____ X \$425.00 = _____

Total paid to National _____ = _____

Payments to National:

<u>Date</u>	<u>Check</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____

The checks paid to National should balance to the total paid to National

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Does the total paid to National match the total checks paid to National?

_____ Yes _____ No

If no, please describe _____

If there is a separate investment or savings account, ensure that the interest earned has been recorded as a receipt.

_____ Yes _____ No _____ N/A

REPORT OF FINDINGS

To all Board Members and Members of the National Association of Career Women:

I have reviewed the accounting records of the _____ Chapter for the year ending September 30, _____.

In accordance with the outlined audit form, I have found the books and records to be in order. If there were any discrepancies, they were duly noted on the form.

Respectfully submitted,

Name/Title

Contact Information: _____

Company _____

Address _____

Phone _____

Email _____