

# ***Audit Worksheet for Conferences who are members of the St. Louis Council of the Society of St. Vincent DePaul***

This worksheet is for the yearly audit requirement. It is suggested, but not required, that the Conference request another neighboring Conference to do the audit. In this manner both Conferences may learn from each other. **In no case, should the Treasurer participate in the self-audit.**

This document along with the ‘Verification of Audit’ form should be mailed to the applicable District Council once completed.

**Reporting.** This is in reference to the last 4 Quarterly Reports.

1. Y or N. Were the Conference Activity (CAR) reports completed on time?
2. Y or N. Were the CAR reports complete and accurate?
3. Y or N. Were all Bank Reconciliations complete and correct?

## **Mail and Receipts**

4. Y or N. Is all mail, donations, loose cash and bank statements opened by at least two non-related persons with at least one being a Conference member?
5. Y or N. Are bank reconciliations done monthly by the end of each month and signed and dated by the Conference President or his/her designate?
6. Y or N. Following IRS regulations, are letters sent to donors for contributions over \$250?

## **Disbursements**

7. Y or N. Is the Conference bank account used solely for SVDP business?
8. Y or N. Is the Conference bank account under the Councils EIN 43-0652684 ?
9. Y or N. Is the Landlord contacted to verify rent owed before dispersing funds for rental assistance?
10. Y or N. Are all expenses paid by check?
11. Y or N. Are all checks made to specific payees and not Cash or Bearer?
12. Y or N. Are all checks delivered directly to the party being paid and not a SVDP client?
13. Y or N. Do all checks over \$400 require two signatures?
14. Y or N. Are checks payable to conferences members supported by receipts or bill of lading.

## **Record Retention**

15. Y or N. Are Bank Deposits kept for 3 years?
16. Y or N. Are Client Case records kept in a safe place for 3 years?

## **Other**

17. Y or N. Is the Conference President aware that the Church Pastor should not be an authorized check signer?
18. Y or N. Locate the last Bank Reconciliation and review how it was prepared with the person that prepared it. Was it prepared correctly?