

## CHAPTER AUDIT INSTRUCTIONS

1. Please make one copy of enclosed blank audit form when completed.
2. Each chapter must complete a Yearly Audit after last meeting in March. All outgoing officers except the Treasurer do this before new officers take over at first April meeting. This audit process protects the chapter Treasurer.
3. All outgoing officers sign the audit, report results to chapter and record report in the minutes clearing the record of their term of office.
4. **Send** a copy of the audit with March bank statement **to Coordinator**.
5. Treasurer turns over all records at last meeting of March for audit to the Leader.
  - a. Bank statements, canceled checks, deposit slips
  - b. Check book and transaction log
  - c. Treasury Ledger
  - d. Receipts for bills paid
  - e. Cash on hand
  - f. Copy of previous audit
  - g. Blank audit form
6. Start audit with BALANCE ON HAND in GENERAL and in RECOGNITION DAYS from previous audit.
7. Add to each Fund Balance forwarded, total income.
8. Subtract from these, total expenses.
9. Result is Ending Balance in each Fund.
10. ADD ENDING BALANCES in each fund together. This TOTAL must EQUAL total of BALANCE IN BANK and CASH ON HAND after outstanding checks are subtracted.

After audit is done, officers give all records and materials to current Treasurer.

# Annual Chapter Audit

TOPS Chapter # \_\_\_\_\_, \_\_\_\_\_ for year: \_\_\_\_\_ thru \_\_\_\_\_  
(State) (Chapter #) (Chapter City) (Start Date) (End Date)

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_

General Fund		Recognition Days Fund	
Balance Forwarded	\$ _____	Balance Forwarded	\$ _____
<b>Add income</b>		<b>Add income</b>	
Membership Fees	_____	Donations	_____
Part of Dues and other fees	_____	Part of Dues and other fees	_____
Fund Raisers	_____	Fund Raisers	_____
Donations	_____	Donations	_____
Other	_____	Other	_____
Total	\$ _____	Total	\$ _____
<b>Subtract debits</b>		<b>Subtract debits</b>	
Membership Fees	_____	Registration Fees	_____
KOPS registrations	_____	Promotional Items	_____
Prizes/Awards	_____	Meals	_____
Supplies/Rent	_____	Travel Expenses	_____
Maintenance	_____	Other	_____
Workshops	_____		
Other	_____		
Total	\$ _____	Total	\$ _____
Ending Balance	\$ _____	Ending Balance	\$ _____

**Total General Fund and Recognition Days Funds: \$ \_\_\_\_\_**



Equals

Balance of last bank statement \$ \_\_\_\_\_

Minus outstanding checks \$ \_\_\_\_\_

Plus cash on hand \$ \_\_\_\_\_

**Bank Total: \$ \_\_\_\_\_**



Signature of all officers as of \_\_\_\_\_  
(Audit End Date)

*Leader* \_\_\_\_\_ *date* \_\_\_\_\_

*Co-Leader* \_\_\_\_\_ *date* \_\_\_\_\_

*Secretary* \_\_\_\_\_ *date* \_\_\_\_\_

*Weight Recorder* \_\_\_\_\_ *date* \_\_\_\_\_

*Treasurer* \_\_\_\_\_ *date* \_\_\_\_\_

**Forward completed form with a copy of bank statement to your Coordinator.**