

AUDIT WORKSHEET

RECEIPTS	GENERAL FUND	RELIEF FUND	PER CAPITA FUND	CANCER INS / FUND			TOTALS
1ST MONTH							
2ND MONTH							
3RD MONTH							
TOTALS							

DISBURSED	GENERAL FUND	RELIEF FUND	PER CAPITA FUND	CANCER INS / FUND			TOTALS
1ST MONTH							
2ND MONTH							
3RD MONTH							
TOTALS							

Actual Audit must contain:

- 1) Signatures of attending Trustees
- 2) Auxiliary and District numbers
- 3) Audit date

Due to Department 5/31, 8/31, 11/30, 2/28
Read Bylaws for detailed instructions

Audit Suggestions:

- 1) Mark cancelled checks and list those outstanding
- 2) One trustee should read and verify the checks
- 3) A second trustee should mark off treasurers book
- 4) Use receipts and disbursements from Treasurers book
- 5) Transfer figures from worksheet to audit carefully