

Questionnaire for Fraternity Financial Records Examination

Fraternity Name: _____

Location: _____

Fraternity Treasurer: _____

Date of Review: _____

Person(s) Performing Review: _____

1. Fraternity Bank Accounts:

Institution Name: _____

Account Type: _____

Account Name: _____

Authorized Signature(s): _____

Institution Name: _____

Account Type: _____

Account Name: _____

Authorized Signature(s): _____

2. How and where are the fraternity's financial records stored?

3. If electronic records are kept, how frequently are backups done, and where are they kept?

4. If electronic records are kept, what software is used?

5. Who counts and deposits Common Fund and other contributions?

6. Are contributions deposited in a timely manner? _____

7. How are checks endorsed? _____

8. Are bank accounts reconciled monthly? _____

9. Does the fraternity have a petty cash account? _____
10. If there is a petty cash account, what are the petty cash procedures? _____

11. What are the approval procedures for expenditures? _____

12. Are regular financial reports made available to the Council and fraternity members?
_____ Review a sample. _____

13. Are annual financial reports made to the Regional Council? _____
Review a sample. _____

14. Are treasurer's records kept for at least six years? _____
15. Does the fraternity have treasurer's procedures specific to the accounts and responsibilities and needs of the fraternity? _____ If so, review the procedures. _____

16. Does the fraternity have any non-financial assets (real estate, bond/stock certificates, etc.)? _____
17. If so, how, and where are records of those assets kept? _____

18. Location of Records:
Checkbook, register/ledger, and blank checks _____
Records of contributions and disbursements _____
Record of receipts for reimbursements _____
Monthly and annual reports _____
Bank Statements and Account reconciliations _____
Account numbers and passwords _____
19. If members are reimbursed for expenses, what is the procedure? _____

- Are adequate receipts and approvals maintained? _____
20. Is online access available to bank accounts? _____ If so, who is allowed access?

21. Is a budget prepared on an annual basis? _____
If so, how is it reviewed and approved? _____

22. Is at least one other Council member (besides the treasurer) aware of the location of all records, and have access to bank accounts? _____

23. Is there any evidence in the account statements of overdrafts? _____

24. Is there any evidence in the account reconciliations or check register of unexplained adjustments or errors in bookkeeping? _____

Explain: _____

Examiner's Recommendations:

Other Comments:

Examiner's Signature: _____ Date: _____

Examiner's Signature: _____ Date: _____