

Steps for Three-year Review of Fraternity Treasurer's Records

Please check
Appropriate box

		YES	NO
1.	ARE RECORDS FOR THREE YEARS PRESENT?		
	a. Treasurer's report		
	b. Check register or ledger		
	c. Invoice for each bill paid or expense reimbursement report from members		
	d. Bank Statements for each bank account		
	e. Bank Reconciliations		
	f. Letter from the IRS assigning the fraternity an Employer Identification Number		
	If records are not present, what reason is given?		
2.	REVIEW THE CHECK BOOK REGISTER:		
	a. Do all payees appear to be related to Fraternity business?		
	b. Is a monthly reconciliation performed?		
	c. Are all check numbers accounted for?		
3.	BANK STATEMENTS:		
	Select 2 monthly bank statements for each bank account in each year reviewed. (i.e., for 3 years for 1 account there will be 6 different bank statements reviewed.		
	a. For EACH monthly bank statements selected, has the bank statement been reconciled?		
	If not, explain reason given.		
	b. For EACH bank statement selected, do the reconciled balances agree?		
	If not, explain reason given.		
	c. For EACH bank statement selected, trace deposits listed to register. Do these amounts agree?		
	If not, explain reason given.		
	For EACH bank statement selected, trace the checks that cleared the bank to the register		
	d. Is there an invoice, expense report, or some document that explains why the check was written?		
	If not, explain reason given.		
	e. Is the invoice marked paid with the date and check number		
	Use back for additional comments		

