

Atlantian Review of Books Checklist

Branch: _____ Date of Review _____

Procedures:

1. Review group policy against policy checklist; identify recommendations for changes.
2. Verify exchequer warrant is current, membership is current.
3. Is the signature card current? If not, when will it become current?
4. Is there a copy of the signature card from bank in the files?
5. Verify membership numbers and expiration dates of signatories.
6. Who are the emergency and any other deputies for the group? Are they warranted?

7. Look at checks to verify compliance with printing checks with two signature lines and memo line. (“two signatures required...”)
8. Review how ledger is maintained. Are backups made?
9. Randomly select two checks from Bank Account checked and verify:

Check #	Signatures valid?	Documentation of financial committee approval?	Receipt?	Comments

10. Review an Event report: Event Name and Date _____
 - (1) budget or approval for expenses _____
 - (2) expenses on report match receipts _____
 - (3) math is correct _____
11. Are there any separate issues listed on back of this report? _____
12. Inventory the records for 7 years:

RECORD INVENTORY

	Year	DD?	Q1	Q2	Q3	Q4	Bank stmts 1-12
Current	2011						
Year - 1	2010						
Year - 2	2009						
Year - 3	2008						
Year - 4	2007						
Year - 5	2006						
Year - 6	2005						
Year - 7	2004						

13. Complete SCA review of books report sheet _____
14. Sign report sheets- copy to branch exchequer/ Regional Exchequer / and K. Exchequer.