

Keystone School District \_\_\_\_\_ Booster Club

Internal Audit Checklist and Sign-off

For Fiscal Year Ending June 30, 20\_\_\_\_\_

The following checklist may help you in preparing your INTERNAL audit. Of course, you may choose to audit more areas than are addressed in this checklist, however, the following items should be completed as a minimum.

Checklist:

- Review each disbursement/withdrawal on all 12 monthly bank statements for legitimacy.
- Review all checks are signed by 2 officers.
- Verify that disbursements of cash do not occur. Or, if absolutely necessary, are for an immaterial amount.
- Review each deposit on all 12 monthly bank statements are credited properly. Prove each deposit to an alternate source for the correct amount.
- Verify bank statement reconciliations are completed monthly.
- Review bank statement reconciliations for consistency and accuracy.

Authorization:

We, the officers of the above entitled booster club, certify that the financial records have been reviewed and are in satisfactory order.

President Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

Secretary Signature \_\_\_\_\_ Date \_\_\_\_\_

Routing:

This form must be returned to the District Business Manager on an annual basis no later than June 1 for the previous school year.