

Use this form when conducting an audit each month for Involved Living Opportunities. Sign and date it along with the Senior Staff Member and/or Treasurer. Keep a copy for your records and submit a copy to the Business Manager.

	Completion Status
1. Follow up on any outlying procedural concerns.	<input type="checkbox"/>
2. Follow up on any outlying concerns from prior fiscal audits.	<input type="checkbox"/>
3. Select a program that occurred over two weeks ago to review its budget:	
a. Verify that the budget approved by the appropriate body	<input type="checkbox"/>
b. Verify that eRezLife/eRequest is completed in full	<input type="checkbox"/>
c. Verify that all receipts accounted for and attached to eRezLife/eRequest	<input type="checkbox"/>
d. If applicable, verify that receipts support amount requested for reimbursement	<input type="checkbox"/>
e. If applicable, verify that reimbursements were issued within the approved allotment	<input type="checkbox"/>
4. Verify that all eRezLife or PO #s are used in the ledger and reflected in the audit report	<input type="checkbox"/>
5. Reconcile Deposits	
a. Verify that all deposits are noted in the ledger and audit report	<input type="checkbox"/>
b. Verify that all deposits are reconciled with bank statements	<input type="checkbox"/>
6. Verify Sub Account Totals (If Applicable)	
a. Verify that all sub accounts present a positive balance?	<input type="checkbox"/>
b. If not, verify that an explanation is noted in the audit	<input type="checkbox"/>
c. Verify that all sub account totals equal the grand total	<input type="checkbox"/>
7. Reconcile Checks (If Applicable)	
a. Verify that all checks have two authorized signatures (One advisor, one treasurer)	<input type="checkbox"/>
b. Verify that all checks were signed for by the check recipient	<input type="checkbox"/>
8. Verify that the ledger is up-to-date	
a. Verify that all expenses and deposits reconcile with bank statements/91 Reports	<input type="checkbox"/>
b. Verify that the ledger has been reconciled with bank statements	<input type="checkbox"/>
9. Verify that controller/treasurer has completed the monthly audits	<input type="checkbox"/>

Notes:

 AD Signature

 Senior Staff Signature

 Treasurer/Controller Signature