

## Chapter Financial Review Checklist

As if the fiscal year end (May 31)

**A review of each chapter's records should be completed by two chapter members who are not authorized check signers and who do not have the ability to authorize payments.**

1. Beginning Balance Records- Does the amount shown on the first bank statement (adjusted for outstanding checks and deposits) correspond to the starting balance recorded in the check register, treasurer's report and ending balance of last review?
2. Bank Reconciliation
  - a. All bank statements reconciled.
  - b. Ending balances (checkbook register and treasurer's report) agree with the last bank statement. (adjusted for outstanding checks and deposits not posted to bank statement)
  - c. Deposits and Checks Written: (signed by authorized signatures) recorded in checkbook Register and agree with treasurer's reports.
  - d. Bank charges and interest are recorded.
3. Membership-Amount recorded and deposited equals total number of chapter members  
# \_\_\_\_\_ (members) @ \$ \_\_\_\_\_ (Membership dues)  
Amount of dues forwarded to DRT equals total number of members  
\$ \_\_\_\_\_ Chapter donations to President General's fund
4. Minutes – Minutes will document the approval of chapter budgets, budget amendments, And chapter authorized donations
5. Income
  - a. Cash receipts.
  - b. Cash verification forms used with two people counting money.
  - c. Income received matches deposits recorded in checkbook register and treasurer reports.
  - d. Budgeted expenses paid should be supported by a receipt or invoice.
  - e. Designated income spent as approved.
6. Treasurer's Reports-Completed for each regular chapter meeting.
7. The appropriate Chapter 990 filed annually, (IRS 990-N, 990 EZ, or 990 and appropriate Schedules)
8. The minutes should state that the chapter finances were reviewed.

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Chapter Treasurer

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date of review