

OXFORD HOUSE -____

**	Г	'IIVAI	NCIAL	AUDI	•		
•	DAT	E COMPET	TED:	_//_			
1. The Treasurer, Comptroller, & Pro 2. Use the bank statement, checkle 3. Document all deposits and check 4. Highlight or circle the check nur 5. Count the checks in the checkle 6. The final audited balance should 7. If fraud, theft, or embezzlement	book, Financial Sta cks that are not list mbers on the chec ook, by check num d match the endin	tus Report, ed on the r k stubs for aber, to ens g balance c	and Meeting nost recent b all checks tha cure no check on the check s	ank stateme at are listed o as are missing atub of the la	nt. n the bank st J. st check writi	ten.	
BANK STATEMENT EN	DING DATE		_/	<i></i>			
BANK STATEMENT EN	DING BALAN	NCE \$					
DEPOSITS NOT ON STA	ATEMENT	C	HECKS N	OT ON S	TATEME	NT	
Date Amount \$	<u>C</u>	heck #	To Whom /	Purpose	Date	Amount \$	
TOTAL &							
TOTAL: \$							
OTHER FIGURES							
Total outstanding EES							
\$							
Total of past due bills							
\$							
Cavings Assount halansa							
Savings Account balance							
\$	T	OTAL:			\$		
\$ +	\$] - [\$	□=	= \$		
Bank Statement Ending Balance	Deposits Total	-	Checks T	otal	Balance	After Audit	
Treasurer Signature	Comp	Comptroller Signature			President Signature		

Post completed audit in the house. Make a copy for the Chapter Meeting