



1. The Treasurer, Comptroller, & President do the audit together.
2. Use the bank statement, checkbook, Financial Status Report, and Meeting Minutes for references.
3. Document all deposits and checks that are not listed on the most recent bank statement.
4. Highlight or circle the check numbers on the check stubs for all checks that are listed on the bank statement.
5. Count the checks in the checkbook, by check number, to ensure no checks are missing.
6. The final audited balance should match the ending balance on the check stub of the last check written.
7. If fraud, theft, or embezzlement has occurred, immediately notify the house, OHI staff, the bank, and the police.

BANK STATEMENT ENDING BALANCE	\$
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Date	Amount \$
TOTAL:	\$

[illegible]

Total outstanding EES

\$

Total of past due bills

\$

Savings Account balance

\$

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