

Audit Committee Monthly Report



Unit	
Audit Period	

Bank Name	Bank Account #	Account Description

Monthly Review Checklist	Bank Statement Month					
	July	Aug	Sept	Oct	Nov	Dec
Obtain independently the bank statements for the month						
Sign and date the paper bank statement, and forward to the Treasurer to file for semi-annual audit						
Compare the bank statement(s) to the Executive Board Treasurer Report recorded in the meeting minutes (or from MyPTEz)						
Compare date and amounts of deposits						
Compare payee, check number and amount for all checks or authorized electronic payments						
Verify two signatures on every check						
Verify all bank charges (fees) or interest income are properly reflected on the Treasurer's Report						
Verify that there were no debit card transactions or cash withdrawn from the bank						
Report any discrepancies to the Treasurer and trace corrections to subsequent Treasurer Report						
Review list of outstanding checks and ask Treasurer about any check which has been outstanding for more than 60 days						
Obtain Treasurer Report and Reconciliation for the month from the Treasurer (or from MyPTEz)						
Review completeness and accuracy of the Reconciliation report versus Bank Statements						

Results	July	Aug	Sept	Oct	Nov	Dec
Was discrepancy(s) noted?						
Was the discrepancy(s) fixed?						

Completed by member of the Audit Committee (name, sign, date)* _____

Date report made to Executive Board _____

Notes

- File copy of this report, bank statements and Treasurer Reports with all notations to the Auditor for their records.
- Present this report to the Executive Board and make sure it is recorded in the Meeting Minutes.
- The signed copy of this document serves as the Monthly Report to the Executive Board.
- Audit Committee members should not be check-signers.

Audit Committee Monthly Report



Unit	
Audit Period	

Bank Name	Bank Account #	Account Description

Monthly Review Checklist	Bank Statement Month					
	Jan	Feb	March	April	May	June
Obtain independently the bank statements for the month						
Sign and date the paper bank statement, and forward to the Treasurer to file for semi-annual audit						
Compare the bank statement(s) to the Executive Board Treasurer Report recorded in the meeting minutes (or from MyPTEz)						
Compare date and amounts of deposits						
Compare payee, check number and amount for all checks or authorized electronic payments						
Verify two signatures on every check						
Verify all bank charges (fees) or interest income are properly reflected on the Treasurer's Report						
Verify that there were no debit card transactions or cash withdrawn from the bank						
Report any discrepancies to the Treasurer and trace corrections to subsequent Treasurer Report						
Review list of outstanding checks and ask Treasurer about any check which has been outstanding for more than 60 days						
Obtain Treasurer Report and Reconciliation for the month from the Treasurer (or from MyPTEz)						
Review completeness and accuracy of the Reconciliation report versus Bank Statements						

Results	Jan	Feb	March	April	May	June
Was discrepancy(s) noted?						
Was the discrepancy(s) fixed?						

Completed by member of the Audit Committee (name, sign, date)* _____

Date report made to Executive Board _____

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