



Dalhousie Association of Graduate Students
 Member Society Audit Form

Society: _____
 Audit: SUMMER - 2014
 Audit Date: _____
 Election Date : _____

PURPOSE:

To test the completeness, accuracy, and existence of cash records of the society under audit.

PROCEDURES:

Obtain the following records from the society treasurer (tick those received):

- General Ledger
- Transaction Records
- Cheque Book
- Annual Budget
- Deposit Book or Bankbook
- Minutes (signed by 2 people min.)
- Bank Reconciliations
- Ratified
- Bank Statements
- Cover Letter

All Information above is for OFFICE USE ONLY

Our society contact details are as follow:

President or Chair: _____
 Name Cell # Email

Vice-President
 or Co-Chair: _____
 Name Cell # Email

Treasurer: _____
 Name Cell # Email

DAGS Rep: _____
 Name Cell # Email

DATE OF SUBMISSION: _____ Received by: _____