



Dalhousie Association of Graduate Students
 Member Society Audit Form

Society: _____
 Audit: _____
 Audit 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
- Bank Reconciliations
- Cheque Book
- with Bank Statements
- Deposit Book or Bankbook
- Transaction Records
- Minutes (signed)
- Annual Budget

AUDIT SUMMARY:

	US	S	E
1. General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Transaction Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cheque Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Deposit Book/Bankbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Bank Reconciliations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature _____ Date _____

Note: Should any sections be marked "unable to perform," then the books must be resubmitted before the levy may be issued. Any sections marked unsatisfactory must be satisfactory for the second audit before the levy may be issued.

1. REVIEW GENERAL LEDGER (G/L):

DONE

Ensure that all Debit Entries are increases to cash (deposits) and all Credit Entries are decreases to cash. Balance is being maintained and is mathematically accurate.

Scan the G/L and ensure that all entries are being made in chronological order and all cheques/transactions are being entered in sequence.

Select all large amounts entered in the G/L and trace these to supporting transaction records with attached invoices. In addition, randomly select several small balances and trace these to supporting transaction records with attached invoices.

CONCLUSION (Tick if unsatisfactory, satisfactory, or excellent)

US S E

The general ledger is well maintained and accurate.

Entries made in the G/L have supporting documentation (transaction records and invoices).

NOTES:

2. REVIEW TRANSACTION RECORDS:

DONE

Ensure that transaction records are in chronological order.

Review transaction records for supporting, attached invoices. Judgmentally check these for reasonableness.

Randomly select 10 transaction records and ensure they have been accurately entered in the G/L.

CONCLUSION (Tick if unsatisfactory, satisfactory, or excellent)

US S E

Transaction records are well maintained and accurate.

All transaction records have supporting invoices.

NOTES:

3. REVIEW CHEQUE BOOK:

DONE

Review cheque book and ensure that the cheque stubs are being completed and the account balance is being updated.

Examine cheques and note that there are two signatures required for each cheque. If there is only room for one, review a cancelled cheque and ensure that cheques are being signed by two persons.

Review cancelled cheques and ensure that signing authorities are not signing cheques to themselves.

CONCLUSION (Tick if unsatisfactory, satisfactory, or excellent)

US S E

Cheque book is well maintained.

Two signing authorities sign cheques.

NOTES:

4. REVIEW DEPOSIT BOOK OR BANKBOOK:

DONE

Review deposit book or bankbook and confirm that the most recent DAGS funding disbursement cheque has been deposited in the society's account. Trace this to the G/L.

Analytically review the deposits for reasonableness.

CONCLUSION (Tick if unsatisfactory, satisfactory, or excellent)

US S E

Deposit book or bankbook is well maintained.

NOTES:
