

BETHEL AUDIT OF BETHEL NO.

(LOCATION)

FALL / SPRING TERM

(YEAR)

FROM : _____

TO: _____

RECORDS REVIEWED:

Inventory
 Check Book
 Savings/CD
 Bank Statements
 Minute Book

Permanent Record Book
 BGC Minute Book
 Other: specify)

CHECKING ACCOUNT

Beginning Balance Forward (Column 9)

Receipts:

_____	Column 1	_____
_____	Column 2	_____
_____	Column 3	_____
_____	Column 4	_____
_____	Column 5	_____
_____	Column 6	_____
_____	Column 7	_____
_____	Column 8	_____

Total Term Receipts: (add columns 1-8) \$ _____

Disbursements:

_____	Column 1	\$ _____
_____	Column 2	\$ _____
_____	Column 3	\$ _____
_____	Column 4	\$ _____
_____	Column 5	\$ _____
_____	Column 6	\$ _____
_____	Column 7	\$ _____
_____	Column 8	\$ _____

Total Term Disbursements: (add columns 1-8) \$ _____

Ending Balance in Checking Account:

(Beginning Balance + Receipts - Disbursements) \$ _____

SAVINGS ACCOUNTS/CD'S

Beginning Balance Forward (Column 10) \$ _____

Additions \$ _____

Subtractions \$ _____

Ending Balance in Savings Accounts/CD's \$ _____

Total Treasury

Add Ending Balances of Checking Accounts and Savings Accounts \$ _____

This should equal total on last line of Cash Book

Bank Reconciliation: Verify that reconciliation was completed each month and signed by the Bethel Guardian Secretary and Bethel Guardian Treasurer

Inventory: Verify Bethel Inventory

Form 990: Verify this is complete