

Affiliate _____

Fiscal Year _____

Semi-Annual Audit Report

For the Period _____

Items Reviewed

- 1. All Checks signed with two Signatures _____
- 2. All Check Request Forms signed by Appropriate People. _____
- 3. All Bank Reconciliations Done (reviewed) _____
- 4. Income and Expense recorded on a Cash Basis. _____
- 5. Reviewed Minutes _____
- 6. Event Reports Match Reported Expenses and Revenue _____

7. Change In Cash

- A. Beginning Cash Balance _____
- B. Income Received During the period. _____
- C. Checks written during the period. _____
- D. Ending Cash Balance (G/L)

8. Bank Reconciliation as of _____

- A. Reported Bank Balance _____
- B. + Deposits in Transit _____

- C. - Outstanding Checks _____

- D. Reconciled Balance
(7D and 8D must be equal)

I certify that I have reviewed the books and records of the Treasurer of the Affiliate Education Fund and have found them to be correct.

Auditor Date

Accepted Date