RETIRED PUBLIC EMPLOYEES COUNCIL OF WASHINGTON

CHAPTER TRUSTEE AUDIT REPORT

CHAPTER: ______________________________ **AUDIT PERIOD:** ______________________________

Audit Committee/Trustees (non-officers):

____

____

____

____

____

Checklist of items to review:

1. Board meeting minutes for the period.
2. Approved operating budget/board-approved outline of expenses.
3. All bank and investment accounts balance to books.
4. Check register balance to bank.
5. Copy of approved expenses reconciled to the check register.
6. All accounting practices are in accordance with the By-laws.

Audit Committee findings:

____

____

____

____

____

Please sign below upon completion of audit:

Chapter Treasurer:

____ Date: _____________________________

Audit Committee/Trustees:

____ Date: _____________________________

____ Date: _____________________________

____ Date: _____________________________

____ Date: _____________________________

____ Date: _____________________________