

Keystone School District _____ Booster Club

Internal Audit Checklist and Sign-off

For Fiscal Year Ending June 30, 20_____

The following checklist may help you in preparing your INTERNAL audit. Of course, you may choose to audit more areas than are addressed in this checklist, however, the following items should be completed as a minimum.

Checklist:

- ☐ Review each disbursement/withdrawal on all 12 monthly bank statements for legitimacy.
- ☐ Ensure that all reimbursements are accompanied by a receipt. Receipts should have the name of the person being reimbursed, the date and check number that was used for payment.
- ☐ Review all checks are signed by 2 officers.
- ☐ Verify that disbursements of cash do not occur. Or, if absolutely necessary, are for an immaterial amount. Make sure all transactions are recorded properly, if this occurs.
- ☐ Review each deposit on all 12 monthly bank statements are credited properly. Prove each deposit to an alternate source for the correct amount.
- ☐ Verify bank statement reconciliations are completed monthly.
- ☐ Review bank statement reconciliations for consistency and accuracy.

Authorization:

We, the officers of the above entitled booster club, certify that the financial records have been reviewed and are in satisfactory order.

President Signature	_____	Date	_____
Vice President Signature	_____	Date	_____
Treasurer Signature	_____	Date	_____
Secretary Signature	_____	Date	_____

Routing:

This form must be returned to the District Business Manager on an annual basis no later than July 1 for the previous school year.