



**Organization Quarterly Accounts Audit Report**

**Audit Period**       1st  2nd  3rd  4th Quarter (Check One):

**Date of Audit**      11/24/2022

**Auditor (Lead)**      Miranda Elmore

**Co- Auditor**      Andrea Elmore

To begin the quarterly audit, the auditor is to provide the organization accounts current file, the standing approvals file, and any separate ledger used in connection with the primary account. The Accounts Manager will provide copies of all financial records for the quarter being audited. The auditor should review the completed report with the Board of Directors.

ACCOUNT SUMMARY			
For <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input type="checkbox"/> 4th Quarter (Check One):			
<b>PRIMARY ACCOUNT:</b>	<b>CHASE</b>	<b>SECONDARY ACCOUNT</b>	<b>FIRST NATIONAL BANK</b>
Balance Forward	\$ 123,892.19	Balance Forward	\$ 62,846.58
IN	\$ 381,744.49	IN	\$ 52,500
OUT	\$ 218,724.11	OUT	\$ 36,586.03
Ending Balance	\$ 286,912.57	Ending Balance	\$ 42,503.49
<b>TOTAL FUNDS ON HAND IN <u>PRIMARY ACCOUNT</u></b>	<b>\$ 286,912.57</b>	<b>TOTAL FUNDS ON HAND IN <u>SECONDARY ACCOUNT</u></b>	<b>\$ 42,503.49</b>
<b>ADDITIONAL ACCOUNT</b>	<b>PAYPAL</b>	<b>SAVINGS ACCOUNT:</b>	<b>CHASE</b>
Balance Forward	\$ 166.29	Balance Forward	\$ 247,004.29
IN	\$ 153.02	IN	\$ 6.13
OUT	\$ 2.08	OUT	\$ 0.00
Ending Balance	\$ 317.23	Ending Balance	\$ 247,010.42
<b>TOTAL FUNDS ON HAND IN <u>PAYPAL ACCOUNT</u></b>	<b>\$ 317.23</b>	<b>TOTAL FUNDS ON HAND IN <u>SAVINGS ACCOUNT</u></b>	<b>\$ 247,010.42</b>
<b>TOTAL FUNDS ON HAND AT END OF QUARTER \$ 576,743.71</b>			



<b>PRIMARY ACCOUNT RECONCILIATION</b>		
Date Completed: <u>10/31/2022</u>		
<b>CHASE CHECKING</b>		
1.	Ending balance shown on bank statement:	\$ 286,912.57
2.	All deposits recorded on <i>Accounts Sheet</i> but not shown on statement:	\$ 0.00 +
3.	Any bank charges not recorded on <i>Accounts Sheet</i> :	\$ 0.00 +
4.	Total of lines 1 through 3:	\$ 286,912.57
5.	All checks/electronic transfers recorded on <i>Accounts Sheet</i> not yet paid by bank:	\$ 0.00
	<b><u>Check/Confirmation No.</u></b>	<b><u>Amount</u></b>
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
6.	Total Checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]:	\$ 0.00 -
7.	Any bank interest not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
8.	All electronic contributions not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
9.	Reconciled bank balance [Subtract lines 6 through 8 from line 4]:	\$ 286,912.57
(The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)		
<b>SECONDARY ACCOUNT RECONCILIATION</b>		
Date Completed: <u>10/31/2022</u>		
<b>FIRST NATIONAL BANK</b>		
1.	Ending balance shown on bank statement:	\$ 42,503.49
2.	All deposits recorded on <i>Accounts Sheet</i> but not shown on statement:	\$ 0.00 +
3.	Any bank charges not recorded on <i>Accounts Sheet</i> :	\$ 0.00 +
4.	Total of lines 1 through 3:	\$ 42,503.49
5.	All checks/electronic transfers recorded on <i>Accounts Sheet</i> not yet paid by bank:	\$ 0
	<b><u>Check/Confirmation No.</u></b>	<b><u>Amount</u></b>
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
6.	Total Checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]:	\$ 0.00 -
7.	Any bank interest not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
8.	All electronic contributions not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
9.	Reconciled bank balance [Subtract lines 6 through 8 from line 4]:	\$ 42,503.49
(The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)		



<b>ADDITIONAL ACCOUNT RECONCILIATION</b>		
Date Completed: <u>10/31/2022</u>		
<b>PAYPAL</b>		
1.	Ending balance shown on bank statement:	\$ 317.23
2.	All deposits recorded on <i>Accounts Sheet</i> but not shown on statement:	\$ 0.00 +
3.	Any bank charges not recorded on <i>Accounts Sheet</i> :	\$ 0.00 +
4.	Total of lines 1 through 3:	\$ 317.23
5.	All checks/electronic transfers recorded on <i>Accounts Sheet</i> not yet paid by bank:	\$ 0.00
	<u>Check/Confirmation No.</u>	<u>Amount</u>
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
6.	Total Checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]:	\$ 0.00 -
7.	Any bank interest not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
8.	All electronic contributions not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
9.	Reconciled bank balance [Subtract lines 6 through 8 from line 4]:	\$ 317.23
(The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)		
<b>SAVINGS ACCOUNT RECONCILIATION</b>		
Date Completed: <u>10/31/2022</u>		
<b>CHASE SAVINGS</b>		
1.	Ending balance shown on bank statement:	\$ 247,010.42
2.	All deposits recorded on <i>Accounts Sheet</i> but not shown on statement:	\$ 0.00 +
3.	Any bank charges not recorded on <i>Accounts Sheet</i> :	\$ 0.00 +
4.	Total of lines 1 through 3:	\$ 247,010.42
5.	All checks/electronic transfers recorded on <i>Accounts Sheet</i> not yet paid by bank:	\$ 0.00
	<u>Check/Confirmation No.</u>	<u>Amount</u>
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
	N/A	\$ 0.00
6.	Total Checks/electronic transfers not yet paid by bank [Sum of amounts entered for line 5]:	\$ 0.00 -
7.	Any bank interest not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
8.	All electronic contributions not recorded on <i>Accounts Sheet</i> :	\$ 0.00 -
9.	Reconciled bank balance [Subtract lines 6 through 8 from line 4]:	\$ 247,010.42
(The amount on line 9 should equal the "Primary Account/Ending Balance" figure in the "Accounts Sheet Summary" box.)		



**Verification of Accounts**

1. Is an up-to-date list of members approved to make payments from the primary account available?  
 Yes  No
2. Are all pages of each bank statement available for review?  Yes  No
3. Does the “reconciled bank balance” on the Account Reconciliation Form equal the “Ending Balance” figure on the “Accounts Summary”?

**Primary Account**

Yes  No

**Secondary Account**

Yes  No

**PayPal Account**

Yes  No

**Savings Account**

Yes  No

Comments:

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**Review of General Procedures**

1. Are the organization’s accounting instructions being followed?  Yes  No
2. Are the records neat and accurate?  Yes  No
3. Are the records up to date?  Yes  No
4. Are the monthly organization reports accurate?  Yes  No

Comments:

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**Attachment(s):**

Chase Bank Checking Account Statements  
 First National Bank Account Statements  
 PayPal Account Statements  
 Chase Savings Account Statements  
 Detailed Expenditures Report

**Other Documents:**

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