

School District  
**Student Extraclassroom Activities and Funds Auditing Checklist**  
By Danielle McAfee, May 13, 2011 - Edited by J. M. Merrins Ed.D.

Name of Club: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Items:	Comments/Suggestions:
1) Constitution completed defining purpose of club, duties of officers, and rules of procedures.	_____ _____ _____
Approved by Advisor & Principal.	_____
Copy on file with Principal.	_____
2) Club meets at least monthly.	_____
3) Club meeting minutes recorded.	_____
4) Elected or appointed officers; including President, Vice President, Secretary, and Treasurer.	_____ _____ _____
5) Student ledgers maintained showing all receipts, disbursements, and running balances.	_____ _____ _____
6) Balances shown on student ledgers agree with Central Treasurer's books.	_____ _____ _____
7) 3 part pre-numbered receipts used by Student Treasurer.	_____ _____
1 copy retained, with internal deposit slip, by the Student Treasurer for posting in ledgers.	_____ _____ _____

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Items:

Comments/Suggestions:

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| 1 copy retained, with internal deposit slip and bank deposit slip, by the Central Treasurer.                | <hr/> <hr/> <hr/> |
| 1 copy retained and numerically filed by fiscal year.   | <hr/> <hr/>       |
| 8) Lump sum donations recorded in the club minutes.   | <hr/> <hr/>       |
| 9) Fundraisers approved by the Central Treasurer and Principal.   | <hr/> <hr/>       |
| 10) Pre-numbered tickets used for admissions.   | <hr/> <hr/>       |
| Tickets torn in half or different colors used for different events.   | <hr/> <hr/>       |
| 11) Deposit slips completed and signed by the Student Treasurer and the Advisor.                            | <hr/> <hr/> <hr/> |
| 12) Sales tax listed separately on the deposit slip.  | <hr/> <hr/>       |
| 13) Source of funds listed (deposit slip) and; if applicable, compared to the statement of profit and loss. | <hr/> <hr/> <hr/> |
| 14) Profit and Loss Statement created and used for each event.  | <hr/> <hr/>       |
| 15) Monies secured and deposited daily by the Central Treasurer.  | <hr/> <hr/>       |

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Items:	Comments/Suggestions:
16) Central Treasurer issues pre-numbered receipts to the Student Treasurer upon receipt of funds.	_____ _____ _____
17) Payment order used.	_____
18) Payment order approved and signed by the Advisor and Student Treasurer.	_____ _____ _____
19) Advisor checks to make sure funds are available prior to purchase.	_____ _____ _____
20) Payment order created in duplicate, original to vendor and copy to Student Treasurer.	_____ _____ _____
21) Student Treasurer prepares payment orders, in duplicate.	_____ _____
22) Advisor also approves payment orders.	_____ _____
23) Central Treasurer disburses funds only on presentation of properly signed payment order and attached original invoice.	_____ _____ _____ _____
24) Central Treasurer writes check number and date of payment on both copies of the payment orders. One copy retained by the Central Treasurer other returned to the Student Treasurer.	_____ _____ _____ _____ _____
25) Pre-numbered checks used.	_____

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Items:

Comments/Suggestions:

26) Payment orders used to transfer between activities.

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27) Central Treasurer maintains accounting in G/L.

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28) Someone other than Central Treasurer reconciles bank statements.

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29) Central Treasurer meets, at least annually, with all club Advisors and Student Treasurers to provide training and advise proper handling of funds.

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30) List of approved clubs approved by the Board of Education at Annual Reorganization Meeting and published annually.

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31) Central Treasurer bonded.

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32) Comprehensive SEAF Board policy adopted and followed..

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