

Imperial Court

Auxiliary – A.E.A.O.N.M.S Of North and South America and Its Jurisdiction, Inc.

Auditors Report

Address		Con	Court Number	
		Pho	Phone Number	
	Audit Period Nov	vember 1,	to October 31,	
	for Constituent Court:			
•	Receipt Month	Recordress	<u>Treasurer</u>	<u>Auditors</u>
	November	\$	\$	\$
	December	\$	\$	\$
	January	\$	\$	\$
	February	\$	\$	\$
	March	\$	\$	\$
	April	\$	\$	\$
	May	\$	\$	\$
	June	\$	\$	\$
	July	\$	\$	\$
	August	\$	\$	\$
	September	\$	\$	\$
	October	\$	\$	\$
	Total	\$	\$	\$
	Danista D. J. J.P. J.		I	
	Receipts – Recordress' Book			\$
	Receipts – Treasurer's Book			\$
	Receipts – Auditors			\$
	Difference, if any			\$

Reconcile any difference between the Recordress' records and the Treasurer's records. It must be found by Auditors and discussed with the Recordress and Treasurer. An explanation must be included in the report to the court.

	N	November	\$	\$	\$	
	D	December	\$	\$	\$	
	J	anuary	\$	\$	\$	
	F	February	\$	\$	\$	
	N	March	\$	\$	\$	
	A	April	\$	\$	\$	
	N	May	\$	\$	\$	
	J	une	\$	\$	\$	
	J	uly	\$	\$	\$	
	A	August	\$	\$	\$	
	S	September	\$	\$	\$	
	C	October	\$	\$	\$	
	T	Cotal	\$	\$	\$	
Dishungament Decorder 2 Decl				•		
	Disbursement – Recordress' Book Disbursement – Treasurer's Book Disbursement – Auditors Book Difference, if any				\$	
					\$	
					<u> </u>	
	L	onici chec, ii any			\$	
Reconcile any difference between the Recordress' records and the Treasurer's records. It must be found by Auditors and discussed with the Recordress and Treasurer. An explanation must be included in the report to the court. 3. Was the last bank statement for the period reconciled? (Must be reconciled) Yes No						
	The Auditors will reconcile bank statement for the last period bank statements are available if the Treasurer has not prepared bank reconciliation. The Same will be noted in the Auditor's Report to the Court. You may use the back of the Bank Statement or follow the outline below:					
	Bank Balance Shown on Bank Statement			\$		
	Add:	Any deposits not shown on statemen	nt	\$		
	Less:	Any outstanding checks written by		\$		_
	List checks by number, payee and date Service Charge by Bank		ше	\$		_

Recordress

Auditors

Treasurer

2.

Disbursement Month

The current balance should be the same as the Treasurer's Checkbook Balance.

Redeposit

Current Balance

	-		
	(II 112: 1		
	(Use additional paper as necessary)		
	Are all checks signed by the followin	g three (3) officers:	
	Illustrious Commandress Yes	No	
	Recordress Yes	No	
	Treasurer Yes	No	
	If no, list checks:		
	Are receipts and disbursements recor	ded in Minute Book as well	as in the Receipt Book and Membership Led
	of the Recordress? Yes No		ш ш то тосо-ре 2001 ш то тостом р 200
			
	Are all cancelled checks or a facsimil	a sacurad and maintained in	order? Vas No
	Are an eancened cheeks of a facsining	ic secured and maintained in	101de1: 1'es 1\0
	Are receipt book and membership led	lger of the Recordress in agi	reement? Yes No
	Does the Recordress use the followin	g? (answer Yes or No)	
. (Cash Ledger	8. ()	D. Warrant/Voucher Book
.]	Receipt Book		E. Minute Book
	Membership Book		F. Updated Membership Roster

4.

Verify timeliness of deposits:

10.	Does the Treasurer use the following? (answer Yes or No)				
	A. Check Book				
	B. Receipt Book				
	C. Ledger Book (Record & Date Receipts and Disbursements and/or computerized register)				
11.	Does the Treasurer have an order/warrant/voucher for each check drawn? Yes No				
12.	Are the orders/warrant/vouchers signed by the Illustrious Commandress and Recordress? Yes No				
13.	Was the 990/990N filed with the IRS timely? Yes No Accepted date? (Attach a copy of the Form 990 E-filing Receipt from IRS to this report)				
14.	Has this Court paid its Liability Insurance assessment to Imperial Court? Yes No (Attach proof of payment)				
15.	Was an entrance and exit meeting held with the Illustrious Commandress, Recordress and Treasurer? Yes No				
	REPORT THE RECOMMENDATIONS				
Gene	eral Statement:				
purpo By-La	We have completed a review of Court No financial books for the ose of assessing the adequacy of and compliance with the procedures of the Imperial Court General Constitution and aws.				
Based	d on our review, we have made the following major findings:				
Items	s of Lesser Significance:				

Comments and Recommendations:				
Respectfully Submitted,				
Chairperson, Auditing Committee	Date	_		
Committee Member				
Committee Member				
Committee Member				