



OXFORD HOUSE - _____ FINANCIAL AUDIT

DATE COMPLETED: ____/____/____

1. The Treasurer, Comptroller, & President do the audit together.
2. Use the bank statement, checkbook, Financial Status Report, and Meeting Minutes for references.
3. Document all deposits and checks that are not listed on the most recent bank statement.
4. Highlight or circle the check numbers on the check stubs for all checks that are listed on the bank statement.
5. Count the checks in the checkbook, by check number, to ensure no checks are missing.
6. The final audited balance should match the ending balance on the check stub of the last check written.
7. If fraud, theft, or embezzlement has occurred, immediately notify the house, OHI staff, the bank, and the police.

BANK STATEMENT ENDING DATE ____ / ____ / ____

BANK STATEMENT ENDING BALANCE \$

DEPOSITS NOT ON STATEMENT

Date	Amount \$
TOTAL:	\$ <input type="text"/>

CHECKS NOT ON STATEMENT

Check #	To Whom / Purpose	Date	Amount \$
TOTAL:			\$ <input type="text"/>

OTHER FIGURES

Total outstanding EES	\$ <input type="text"/>
Total of past due bills	\$ <input type="text"/>
Savings Account balance	\$ <input type="text"/>

\$ <input type="text"/>	+	\$ <input type="text"/>	-	\$ <input type="text"/>	=	\$ <input type="text"/>
Bank Statement Ending Balance		Deposits Total		Checks Total		Balance After Audit

Treasurer Signature Comptroller Signature President Signature

Post completed audit in the house. Make a copy for the Chapter Meeting