Oxford House Chapter Financial Audit

Date : ____ /____ /____ **Chapter # _____**

1. The Treasurer, Comptroller & Chapter Chair do the audit together.
2. Use the bank statement, checkbook, and meeting minutes for references.
3. Document all deposits and check that are not listed on the most recent bank statement.
4. Count the checks in the checkbook to ensure there are no missing checks.
5. The final audited balance should match the ending balance on the checkbook register.
6. If fraud, theft, or embezzlement has occurred, immediately notify OHI staff and the bank.

BANK STATEMENT ENDING DATE ____ /____ /____

BANK STATEMENT EDING BALANCE $

LOANS TO HOUSES

House Name	Amount
	$
	$
	$
	$
	$

Notes:

LOANS FROM STATE

Amount Loaned	$
Monthly Payment	$
Total Amount Paid	$
Total Amount Due	$

Notes:

DEPOSITS NOT ON THE STATEMENT

Check #	Date	To Whom/Purpose	Amount

Total Deposits $

CHECKS NOT ON THE STATEMENT

Check #	Date	To Whom/Purpose	Amount

Total Checks $

$ Bank Statement Ending Balance + $ Deposits Total - $ Checks Total = $ Balance After Audit

Treasurer Signature _____ Comptroller Signature _____ Chair Signature _____

Financial audit must be completed every month and a copy of the financial audit and bank statement must be set to the State Association