



Auditor(s) SIR's Branch 37

Position Responsibilities for Chair & Assistants

Date 1/27/16

There are two positions of Auditor. Annually at the request of the Treasurer, early in the first quarter (usually the January luncheon), the auditors perform a review of Branch 37's financial records. The review will take approximately one hour and will require a calculator and a pen.

Working together, the auditors review a random selection (two or three months) of the monthly financial documents. The Treasurer will provide the prior year's 12 months Form 28's from which the auditors will select the random months for review.

- Ensure that all monies collected and disbursed in the randomly selected months have been reported properly.
- Trace the monthly activity of the randomly selected months (cash receipts and expenditures) to the appropriate documents (bank deposits and receipts).
- After successfully reviewing the selected months the auditor then completes Form 29.
 - This form starts with the beginning year's bank balance, adds total year receipts and subtracts total year disbursements to arrive the ending bank balances. Note, there are different categories of receipts and disbursements.
 - The auditors ensure that this mathematical calculation agrees with the balance on the bank statement adjusted for any deposits and/or outstanding checks.
- Upon successful completion of the audit, the auditors will sign and date Form 29. This form is due to the State February 10.