

Council of Milwaukee
INTERNAL AUDIT REPORT

Conference Name: _____

Year ending September 30, 2020

Article IX of the Rule of the Society of St. Vincent de Paul states that Conference Funds should be audited at least once a year by two members delegated by the Conference to assist conference members in this task, the following form must be submitted with the conference annual report.

- 1. September 30th bank reconciliation ending balance agrees with Ending Balance reported on treasurer's report. Yes No
- 2. Total receipts shown on treasurers report reconciles to total deposits recorded on bank statements during the year. Yes No
- 3. Disbursements reported have been verified by reviewing supporting invoices/receipts for the entire year. Yes No
- 4. All of the conference's financial assets are shown on the report. Yes No

Signed: and

CONFERENCE AUDIT COMMITTEE – MUST NOT BE TREASURER OF CONFERENCE!

Date: _____

Form Revised 08/28/2020