

Council of Milwaukee  
**INTERNAL AUDIT REPORT**

Conference Name: \_\_\_\_\_

Year ending September 30, 2021

*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 30<sup>th</sup> 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 08/28/2021