



1. The Treasurer, and Chairperson complete the audit together.
2. Use the bank statement, checkbook, Financial 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 OHI staff, the bank, and the police.

BANK STATEMENT ENDING BALANCE	\$
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[illegible]

Total outstanding Dues

\$

Total outstanding Loans

\$

Total outstanding Fines

\$

 Treasurer Signature

 Chair Signature

Email completed audit to houses and officers.