

Carrie B. Burns Audit Form

Court Name \_\_\_\_\_

Date of Audit \_\_\_\_\_ Audit Period July \_\_\_\_\_ to June \_\_\_\_\_

Receipts Month	Secretary	Treasurer
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JULY	_____	_____
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Aug.	_____	_____
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Sept.	_____	_____
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Oct.	_____	_____
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Nov.	_____	_____
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Dec.	_____	_____
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Jan	_____	_____
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Feb.	_____	_____
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March	_____	_____
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April	_____	_____
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May	_____	_____
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June	_____	_____
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Disbursements

July	_____	_____
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Aug.	_____	_____
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Sept.	_____	_____
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Oct.	_____	_____
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Nov.	_____	_____
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Dec	_____	_____
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Jan.	_____	_____
Feb.	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
June	_____	_____

**TOTAL RECEIPTS**

Secretary's Book	\$ _____
Treasurer's Book	\$ _____
Outstanding	\$ _____

**TOTAL DISBURSEMENTS**

Secretary's Book	\$ _____
Treasurer's Book	\$ _____
Outstanding	\$ _____

**TREASURER**

- Does the Treasurer use the following:  
 Check Book Yes\_\_\_ No\_\_\_.    Receipt Book Yes\_\_\_ No\_\_\_
- Did the Treasurer give the Secretary a receipt for the funds received?  
 Yes\_\_\_ No\_\_\_

3. Do all checks have two signatures (P.C., Secretary or Treasurer?)

Yes\_\_\_ No\_\_\_

4. Are all the Bank Statement(s) reconciled each month to the check book?

Yes\_\_\_ No\_\_\_

**SECRETARY**

1. Does the Secretary use the following:

Minutes Book Yes\_\_\_ No\_\_\_. Receipt Book Yes\_\_\_ No\_\_\_

Member Book Yes\_\_\_ No\_\_\_. Cash Ledger Yes\_\_\_ No\_\_\_

2. Does the Secretary have an up-to-date Membership Roster?

Yes\_\_\_ No\_\_\_

3. Does the Secretary's Minutes book itemize all receipts collected at each meeting? Yes\_\_\_ No\_\_\_

**RECOMMENDATION(S)**

Yours in Truth, Charity and Love,

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Auditing Committee-Chair.

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Auditing Committee Member

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Auditing Committee Member