FFA Chapter Financial Audit Checklist

Financial audit checklist for an FFA chapter to help officers and advisors review bank records, receipts, deposits, and reports so chapter funds are accounted for.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Gather bank statements	☐	☐	☐
Compare treasurer's book to statements	☐	☐	☐
Match receipts to expenses	☐	☐	☐
Check deposits against records	☐	☐	☐
Review approved budget	☐	☐	☐
Check for signatures and approvals	☐	☐	☐
Review fundraiser reports	☐	☐	☐
Note any questions	☐	☐	☐
Present results to officers	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Have someone who did not handle the money lead the review, and follow your school's financial rules.