

BETHEL AUDIT OF BETHEL NO. _____ LOCATION _____

FALL / SPRING TERM (YEAR)
 FROM : _____ TO: _____

RECORDS REVIEWED:

<input type="checkbox"/>	Inventory	<input type="checkbox"/>	Permanent Record Book
<input type="checkbox"/>	Check Book	<input type="checkbox"/>	BGC Minute Book
<input type="checkbox"/>	Savings/CD	<input type="checkbox"/>	Other: specify)
<input type="checkbox"/>	Bank Statements	<input type="checkbox"/>	
<input type="checkbox"/>	Minute Book	<input type="checkbox"/>	

CHECKING ACCOUNT

Beginning Balance Forward (Column 9) \$ _____

Receipts:

_____	Column 1	\$	_____
_____	Column 2	\$	_____
_____	Column 3	\$	_____
_____	Column 4	\$	_____
_____	Column 5	\$	_____
_____	Column 6	\$	_____
_____	Column 7	\$	_____
_____	Column 8	\$	_____

Total Term Receipts: (add columns 1-8) \$ _____ -

Disbursements:

_____	Column 1	\$	_____
_____	Column 2	\$	_____
_____	Column 3	\$	_____
_____	Column 4	\$	_____
_____	Column 5	\$	_____
_____	Column 6	\$	_____
_____	Column 7	\$	_____
_____	Column 8	\$	_____

Total Term Disbursements: (add columns 1-8) \$ _____ -

Ending Balance in Checking Account:
 (Beginning Balance + Receipts - Disbursements) \$ _____ -

SAVINGS ACCOUNTS/CD'S

Beginning Balance Forward (Column 10) \$ _____

Additions	\$	_____
Subtractions	\$	_____

Ending Balance in Savings Accounts/CD's \$ _____ -

Total Treasury

Add Ending Balances of Checking Accounts and Savings Accounts \$ _____ -
 This should equal total on last line of Cash Book

Bank Reconciliation: Verify that reconciliation was completed each month and signed by the Bethel Guardian Secretary and Bethel Guardian Treasurer

Inventory: Verify Bethel Inventory

Form 990: Verify this is complete

Signatures:

_____	Date	_____
_____	Date	_____
_____	Date	_____