

AUDIT CHECKLIST

These items will be helpful in completing your financial audit. This audit is due to the NMPTA office by **September 30**.



- _____ Copy of the last audit report
- _____ Blank audit form
- _____ Checkbook and cancelled checks
- _____ Bank statements
- _____ Bank deposit receipts and money counting forms
- _____ Treasurer's book or ledger
- _____ Annual financial report
- _____ Itemized statements and receipts of bills paid
- _____ Check requests, vouchers or disbursement forms
- _____ Adopted budget
- _____ Copies of minutes with budget amendments
- _____ Current bylaws and standing rules
- _____ Any other information requested by auditor/audit committee

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