

Booster Club Audit Worksheet

1. Name of Booster Club

2. Name of Officers representing the Club

General Questions

3. Does the Club have Bylaws approved by the membership?

Mark only one oval.

Yes

No

4. Does the Club hold election of officers annually?

Mark only one oval.

Yes

No

5. Do any school employees have signing rights on the club bank account?

Mark only one oval.

Yes

No

6. Does the club have an IRS issued identification number?

Mark only one oval.

Yes

No

7. If the club generates more than \$25,000 in revenue annually, have they registered with the Mississippi Secretary of State?

Mark only one oval.

Yes

No

8. Can the club provide meeting minutes for the past year?

Mark only one oval.

Yes

No

9. Can the club provide a list of equipment owned by the club?

Mark only one oval.

Yes

No

10. Were all fundraisers and/or use of school facilities approved by the Superintendent?

Mark only one oval.

- Yes
- No
- Other: _____

Financial Questions

11. Are at least two officer signatures required for disbursements?

Mark only one oval.

- Yes
- No

12. Are deposits made within two business days of collection?

Mark only one oval.

- Yes
- No
- Other: _____

13. Who is responsible for writing deposit slips and verifying deposits are accurate?

14. Who physically delivers the deposits to the bank?

15. Can the club provide a reconciled bank statement for the month of October 2017?

Mark only one oval.

Yes

No

16. Can the club provide receipts for five checks? (sample will be chosen at random from the bank statement)

Check all that apply.

Check #

Check #

Check #

Check #

Check #

17. Does the club have an independent auditor inspect the books at least once every three years?

Mark only one oval.

Yes

No

Other: _____

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