**Daughters of Penelope**
**Internal Audit Committee Report Form**

**Duties of the Internal Audit Committee:** To audit yearly the Daughters of Penelope chapter Treasury and Secretary's records and books and the Maids of Athena chapter Treasury and Secretary's records and books and submit an annual report thereof in June, to the Chapter and to the District Governor.

The audit shall be completed prior to the commencement of the incoming Executive Board's term, preferably by June. Upon completion, the Committee shall submit a written annual audit report to the Chapter and the District Governor, documenting its findings and confirming that the records and books are in good order or identifying any areas requiring attention.

**District No. _____ Chapter Name and No. _____ Date of Audit: _____**

**Internal Audit Committee Members Names:**

Committee Member No. 1: _____

Committee Member No. 2: _____

Committee Member No. 3: _____

**1. Financial Summary & Reconciliation (Treasury Audit)**

- **Checking Account Beginning Cash Balance (as of July 1):** $_____
- **Total Receipts / Income Collected:** $_____
- **Total Disbursements / Expenses Paid:** $_____
- **Checking Account Ending Cash Balance (as of May 31 / June 30):** $_____
- **Checking Bank Statement Ending Balance:** $_____
- **Outstanding Checks / Deposits in Transit:** $_____
- **Reconciled Bank Balance:** $_____ *(Must match Ending Cash Balance)*

## 2. Audit Checklist & Verification

**Treasury Review:**

- ☐ Bank reconciliations completed monthly and match general ledger/checkbook register.
- ☐ All cash/check deposits match bank statements and deposit slips.
- ☐ All disbursements have supporting documentation (receipts, invoices, or vouchers).
- ☐ Dual signatures (or proper authorization) present on check disbursements.
- ☐ Per capita tax payments to Headquarters are current.
- ☐ National Obligation payments to Headquarters are current
- ☐ District Obligation payments to District Lodge are current
- ☐ Convention delegate/dues allocations match membership rosters.

**Secretary Review:**

- ☐ Meeting minutes are present, signed, and maintained for all chapter meetings.
- ☐ All financial expenditures/donations were formally moved, seconded, and approved in the minutes.
- ☐ Member roster matches Treasurer's dues collection records.
- ☐ Official correspondence, charter documents, and chapter records are securely stored/saved.

## 3. Committee Findings & Action Items

- **Treasurer Records:**
  - ☐ The Committee found the records of the Chapter Treasurer to be in satisfactory order.
  - ☐ The Committee found discrepancies in the Chapter Treasury records.
- **Secretary Records:**
  - ☐ The Committee found the records of the Chapter Secretary to be in satisfactory order.
  - ☐ The Committee found discrepancies in the Chapter Secretary records.

**Discrepancies / Findings Identified:**

_____

_____

_____

**Corrective Actions Taken / Recommendations:**

_____

_____

_____

**4. Signatures & Submissions**

We, the undersigned Internal Audit Committee, have examined the books and records of the Chapter Treasurer and Secretary for the specified period and certify that this report accurately reflects our findings.

_____ Date: _____
*Committee Member 1 Signature*

_____ Date: _____
*Committee Member 2 Signature*

_____ Date: _____
*Committee Member 3 Signature*

***Instructions for Submission:***

1. Copy filed/saved in Chapter Permanent Records.
2. Copy submitted to District Governor by June 30.
3. Copy presented to the Chapter membership at the June or September meeting.