

JUAN DE PADILLA REGION (JDP)

Steps for Three-year Review of Regional Treasurer’s Records

Please check
Appropriate box

		YES	NO
1.	ARE RECORDS FOR THREE YEARS PRESENT?		
	a. Treasurer’s report (form available on NAFRA website)		
	b. Check register		
	c. Invoice for each bill paid or JDP expense report from members submitting		
	d. Bank Statement for each bank account (see JDP Treasurer’s report for number of accounts to expect.		
	e. Bank Reconciliations		
	f. Letter from the Federal government assigning the region a Federal Identification Number		
	If records are not present, what reason is given?		
2.	REVIEW THE CHECK BOOK REGISTER:		
	a. Do all payees appear to be related to Regional business?		
	b. Is a monthly reconciled balance noted in the register?		
	c. Are all check numbers accounted for?		
3.	BANK STATEMENTS:		
	Select 2 monthly bank statements for each bank account in each year reviewed. (i.e. for 3 years for 1 account there will be 6 different bank statements reviewed.		
	a. For EACH monthly bank statements selected, has the bank statement been reconciled?		
	If not, explain reason given.		
	b. For EACH bank statement selected, does the reconciled balance from the bank statement agree to the reconciled balance in the check register.		
	If not, explain reason given.		

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	c. For EACH bank statement selected, trace deposits listed to deposit slip. Do these amounts agree?		
	If not, explain reason given.		
	For EACH bank statement selected, trace the checks that cleared the bank to the source documents.		
	d. Is there an invoice, expense report, or some document that explains why the check was written?		
	If not, explain reason given.		
	e. Is the invoice marked paid with the date and check number		
	Use back for additional comments		
4.	CONTRIBUTIONS RECEIVED:		
	a. Do deposits document source of the receipt?		
	b. Is there a register or some document that lists the amount each fraternity has given monthly?		

Signature of members reviewing records

Name	Fraternity	Date

ADDITIONAL COMMENTS:

