

2016 COURT AUDIT FORM

*PLEASE COMPLETE AND RETURN THIS FORM ALONG WITH THE ORIGINAL
 YEAR END BANK STATEMENT BY FEBRUARY 15, 2017.*

Court Name: _____ **Court Number:** _____

Treasurer's Name: _____ **Phone #:** () _____

For the calendar year ended 2016.

BALANCE FROM LAST AUDIT REPORT

A. _____

RECEIPTS - Funds Received

Annual Court Operating Expense Funding (COE)	\$ _____
Social Members Dues	\$ _____
Junior Activity Funding	\$ _____
Hearts & Hands (funds raised by court)	\$ _____
Join Hands Day Funding	\$ _____
Alzheimer's Chapter	\$ _____
Activity Receipts (Assoc. Mtgs., Event fees, Court Anniversaries, etc...)	\$ _____
Miscellaneous: _____	\$ _____
_____	\$ _____

TOTAL OF RECEIPTS

B. _____

Total of Receipts and Balance from Last Audit (Total A & B)

C. _____

DISBURSEMENTS - Funds Given Out / Expenses / Donations

Association Expenses	\$ _____
Charitable Donations	\$ _____
Entertainment/Refreshments	\$ _____
Hearts and Hands (amount disbursed to beneficiary)	\$ _____
Alzheimer's Chapter	\$ _____
Junior Activity Expenses	\$ _____
Meeting Room/Hall Rent	\$ _____
Print, Postage, etc.	\$ _____
Seminarian Burse	\$ _____
Masses	\$ _____
Miscellaneous: _____	\$ _____
_____	\$ _____

TOTAL DISBURSEMENTS / EXPENSES

D. _____

BALANCE FOR AUDIT PERIOD (Subtract D from C)

\$ _____

This amount should coincide with the checking account statement attached.

NATIONAL CATHOLIC SOCIETY OF FORESTERS COURT AUDIT FORM

LIST ALL CHECKS ISSUED -- BUT NOT CLEARED

Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____

This is to certify that we have examined the books, vouchers, receipts and bankbooks and find them to balance in every respect:

Auditing Committee Member Name (please print)	Date	Signature (two signatures required)
_____	_____	_____
_____	_____	_____

An original year end bank statement attached to the audit is required.

RESPONSIBILITIES OF THE AUDIT COMMITTEE AND COURT TREASURER

The president shall appoint an audit committee for a term of one year. The duty of the committee is to audit the books and accounts of the court every 12 months.

- **The Audit Report is to be completed once a year, for the period ending December 31st.**
- **One copy must be received in the home office no later than February 15th of each year. Retain one copy for the court's records.**
- **All receipts and disbursements of the court (adult and junior), and all funds of the court are included in this report.**
- **All funds of the court are to be deposited by the treasurer in an account *in the court's name* in a bank approved by the court.**
- **Court funds are to be used for the purposes intended, and shall not be allowed to accumulate beyond what is necessary to maintain the court.**
- **Court funds are to be used only for carrying out the objectives of the Society and for the payment of court expenses.**

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