

CHECKLIST TO CONDUCT INTERNAL AUDIT

- Checkbook
- Savings, Checking, and Investment Account Statements, Canceled Checks, and Deposit Slips.
- Cash Receipts Journal
- Cash Disbursement Journal
- Dues Deduction Listing
- Local Constitution and By-laws
- Minutes of Local Meetings
- Minutes of E-Board Meetings
- Last LM-1
- LM-2 or LM-3 Reports for past two (2) years
- IRS 990 for past two (2) years
- Budgets
- Audit Committee Reports
- Form 4's for past two years
- Current Roster from National or AFGE WEB Site
- Inventory of all Fixed Assets (i.e., Computer, Office Furniture
- Payroll Tax Return, forms 940, 941, and 1099's