

# Audit Committee Checklist

Chapter Name and Number

Date

*Items Needed to Complete Audit:*

<b>LCL Web Reports:</b>	✓
Enrolled	
Active	
Expired	
Dropped	
Chapter Totals for the Quarter from the 'Monthly Totals' page	
<b>QuickBooks Reports:</b>	
Bank Statement(s) Detail Reconciliation	
Balance Sheet Detail Report	
Profit & Loss Detail Report	
Check Detail Report	
Deposit Detail Report	
Chart of Account Listing	
<b>Miscellaneous Items:</b>	
Applications received/approved	
Monthly 114 Form	
Monthly 166 Form	
Bank Statement(s) Reconciled	
Receipt Book(s)	
CheckBook	
Minutes Book	
Form 990, 990EZ or 990N Receipt	
Computer	
Monthly Audits for Quarter	
<b>Payroll Reports, if applicable:</b>	
Quarterly Payroll Forms 940 & 941, if applicable	
End of Year W2 & W3 Forms, if applicable	