

Monthly Review Checklist for Court Financial Reports

1. Make sure that all opening balances agree to prior month
 - a. Compare Beginning Sub Account Balances at top of report to Month End Balances at bottom of prior month's report;
 - b. Compare prior activity on charity roster to prior month's report;
 - c. Compare check figures on Year End sheet to prior month's report.
2. Make sure that all pages of the report agree
 - a. Compare Month End Balance of report to both total numbers on the Year End sheet;
 - b. Compare the Charity Roster total on the report page to the total for the month on the Charity Roster.
3. Review each item on the report
 - a. Make sure that activity is in the right subaccount;
 - b. Make sure that descriptions and amounts on the report match the supporting document;
 - c. If the show is designated for a particular charity, is it recorded in the charity subaccount column;
 - d. Put a check mark in the verified column as you check each item.
4. At the same time that you compare the report and the supporting documents, also check:
 - a. For Deposits
 - i. Are there at least 3 names / sets of initials;
 - ii. Does the cash (and credit cards, if applicable) match the tally sheet;
 - iii. Using the calendar attached to the report, count the number of business days (Monday to Friday, excluding bank holidays) between the event and the deposit and write it on the supporting document.
 - b. For Checks
 - i. Does the receipt amount match the check amount;
 - ii. Do the items on the receipt seem reasonable for the nature of the expense;
 - iii. If there isn't a receipt, are all lines of the "Check Issued without a Receipt" form filled in?
5. Review the bank reconciliation
 - a. Check the "Per Bank Statement" amount with the Ending Balance on the Bank Statement;
 - b. Check the "Per Monthly Report" amount with the Month End Balance;
 - c. Compare the outstanding items with the report.
6. Review the bank statement
 - a. Does it have a Monarch's initials on it;
 - b. Compare the check copies on the last page(s) of the bank statement with the duplicates of the checks attached to the supporting documents to make sure that the Payee and Amount are the same.
7. Review the Charity Roster
 - a. Are all items in Red on the Monthly Report included in the correct column of the Charity Roster

Imperial Court de' Fort Worth/Arlington Inc.
TI X.4.01
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8. After the approval of the monthly treasurer's report by the general membership, the original documents and the following list will be turned over to the Corporate Treasurer for storage and audit purposes:
 - a. Original Backups
 - b. Bank Statement
 - c. Treasurer's Report, including the Charity Roster, Year-End Sheet, and Bank Reconciliation sheets
 - d. Accepting BOD Minutes
 - e. Approving General Membership Minutes
 - f. Monthly Court calendar with fundraisers identified.