SAMPLE AUDIT FORMAT FOR LOCALE OR GRANDE

AUDIT

Cabane Locale # _____________________
Grande Cabane de _____________________

Fiscal Year 20___
July 1, 20___ through June 30, 20___
EIN # __________________________________

(this is your employer identification number issued by Federal IRS)

OPENING BALANCE (amount of money in your accounts on July 1) $0000.00

INCOME: (These are total of all monies deposited to your account)

Dues collected $0000.00
Funds for Voiture Programs $0000.00
Fundraisers $0000.00
Donations $0000.00

TOTAL INCOME $0000.00

TOTAL FUNDS AVAILABLE THIS FISCAL YEAR (Opening bal. + total income) $0000.00

DISBURSEMENTS (these are expenses/monies paid out)

Nationale per capita dues $0000.00
Grande per capita dues $0000.00
Funds donated to programs $0000.00
Locale expenses (ie postage, printing, supplies) $0000.00

TOTAL DISBURSEMENTS $0000.00

CLOSING BALANCE JUNE 30, 20___ (total funds available minus total disbursements) $0000.00

(closing balance figure should match your bank balance and is your “opening balance” for next audit)

This form is meant as a Sample format. Locale and/or Grandes may use their own format.

A copy of the Locale and Grande Audit report should be sent to Cabane Nationale each year.