

Items to Sign When Making a Visit



As you make your official visit, you may want to arrive early to check the books and the Treasurer's books.

Check the following items and sign and date:

- Secretary Minutes
 - Are they signed by the Trustees?
 - Is the Treasurer's report incorporated in the minutes and a copy attached?
- Treasurer's Ledger/Reports
 - Are they signed by the Trustees?
- Checkbook
 - Are they signed somewhere next to the last check included in the Audit?
 - From the last audit does the amount in the ledger/report and the checkbook match?
- The Audit
 - Is the audit included in the minutes of the Secretary.

Check these items to make sure the Trustees are signing them. You do not need to sign them yourself.

- Bank Statements
 - Are they signed by the Trustees?
- Expense receipts
 - Are they signed by the Trustees?

If you see there needs to be corrections.

- Be kind in your suggestions and not demanding. We each do things differently.
- Try to give examples.
- Follow up later to make sure they are making the changes.