

## KASBO Internal Audit Procedures:

### Examine disbursements-use check register

- Check for supporting documentation
- Proper approvals
- Trace to bank statement
- Were they classified correctly in financial statements

### Examine receipts-use receipt book/register

- Check for supporting documentation
- Were they classified correctly in financial statements
- Trace to bank statement

### Review bank reconciliations for checking, savings and CD's

- Verify they were prepared
- Verify accuracy of reconciliation to bank statement and financial statements

Review 1099 filings to ensure filings occurred and documentation support filing.

Review 990 Form to ensure filings occurred.

Prepare a summary report for the KASBO board and members and a separate letter for the board for any recommendations or findings.