

Sample Audit Report for Chapters and State Organizations

Enter chapter name or state organization name above

Report of the Audit Committee

Enter Date

The members of the Audit Committee of the _____
have examined the records of the treasurer; namely, those in the financial tracking
software (Excel spreadsheet/Quicken/Quickbooks) for the receipts, expenditures, and
assets of the chapter/state organization; statements from the financial institutions
holding the assets of the chapter/state organization; and supporting documentation.
We find the records to be in good order, and their contents to appear reasonable.

We have also reviewed the financial statements for the chapter/state organization,
which summarize the records referred to above, for the year ended _____.
These statements appear to fairly represent the financial position and the revenue and
expenses for the organization.

Signed,

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature