Financial MD ENA Audit Format

1. Randomly choose dates and/or checks or charges to review. Review 7-10% of transactions.
2. Determine if all supporting data are available via Financial Guidelines and receipt support.
3. Complete format below.
4. Document recommendations as needed.
5. Sign audit form, and return to MD ENA Treasurer.
6. During audit, the Treasurer will present computerized reconciliation monthly reports for review.
7. A report of the audit will be presented at the next Maryland Council ENA meeting.

DATE	ACCOUNT NAME	CHECK # OR CHARGE	COMPLIANCE Y/N	MISCELLANEA