

**Mount Holyoke College  
Student Government Association  
AUDIT REPORT**

Organization: \_\_\_\_\_  
 Organization Treasurer: \_\_\_\_\_  
 PO Box: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_  
 Audited by: \_\_\_\_\_

1 = non-existent, 2 = unacceptable, 3 = satisfactory, 4 = very good, 5 = perfect  
 ORGANIZATIONS MUST SCORE A **60 or above** TO PASS THE AUDIT

<b>LEDGER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. The ledger is done electronically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. There is sufficient description and breakdown of expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There is a separate spreadsheet for each month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is are "semester totals" and "yearly totals" pages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All transactions are dated, and there is a running balance after each entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

<b>RECEIPTS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
6. Every expenditure has a receipt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Withdrawal slips are stapled to the receipts and are grouped together by month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Withdrawal slips are completely filled out and include a detailed description of the transaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The receipt forms include both the signature from the SGA Business Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Each group of receipts is attached to a withdrawal form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

<b>BUSINESS OFFICE STATEMENTS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
11. All business office statements from the current academic year are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All statements are resolved on the back or separately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Statements are kept in reverse chronological order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

<b>THE GENERAL STATE OF AFFAIRS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
14. The Treasurer came prepared and on time for the audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The balances in the ledger and Business Office statements agree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. All entries are neat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. All financial records are well maintained and include documentation from the previous three years of activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

LEDGER \_\_\_\_\_  
 RECEIPTS \_\_\_\_\_  
 STATEMENTS \_\_\_\_\_  
 GENERAL STATE \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_ / 85

PASS \_\_\_\_\_

FAIL \_\_\_\_\_

Ways and Means Liaison Signature

Date