



SOCIETY FINANCIAL REVIEW CERTIFICATE

(TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society/Club financial records must be independently reviewed for the protection of both the Treasurer and the Society/Club.

Submit this signed form unless you have had a professional firm (CPA) conduct an audit and an audit report is provided by the auditor and included with your financial information.

If this form is being used, please note the following:

- Volunteer reviewers must **NOT currently be on the Executive or Board; or related to one another; or related to the Treasurer.**
- Financial Reviewers review and check off the items on the Review checklist attached.
- Financial Reviewers will verify that the totals shown on the financial statements are correct and will sign the statements.

Checklist for Financial Reviewers

	Yes/No	Description	Comments
1		Cheque/Payment issued in accordance with invoice	
2		All Cheques are accounted for – during fiscal year	
3		If required, two authorized signatories have signed each cheque	
4		Bank Reconciliation is complete for the year and match the amount on the financial statement	
5		Paid invoices have been properly approved for payment	
6		Deposits are supported with detail	
7		Cash deposits are supported by cash count records	
8		Cash receipts are supported by numbered tickets etc.	
9		Cash over/short is explained satisfactorily	
10		Petty Cash has been counted	
11		Etransfers have been properly recorded	
12		All Bank Entries are legitimate and have been properly recorded	
13		Accounts Payable are supported by documentation and date of payment in the new year is noted	
14		Accounts Receivable are supported by documentation and date received in the new year is noted	
15		Inventory counts are provided	
16		Assets and Liabilities have been reviewed	
17		All investments and assets which were reported do exist	
18		Revenues are properly presented in the income statement	
19		Expenses are properly presented in the income statement	
20		Balance sheet balances and is mathematically correct	
21		Income statement mathematically correct.	
22		Other _____	



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We certify that the statements of income and expenses and assets & liabilities of _____ for the fiscal year ended _____, are correct, and that our examination of the books and records of the Society/Club included tests to ensure the accuracy of transactions noted on the checklist:

Date _____ , 20 _____

Financial Reviewer _____

Signature _____

Phone _____

Date _____ , 20 _____

Financial Reviewer _____

Signature _____

Phone _____

NOTE: Financial Review and Review Certificate/Report must be completed BEFORE AGM.