

BRANCH AUDIT TRACKING FORM  
 REGIONAL COUNCIL  
 DATE \_\_\_\_\_

Branch Name					
Date Audit Completed					
Audit Completed By					
Auditor has family relationship with members of the Branch Executive or Regional Council Y/N					
Name and position of Officer relationship of Auditor disclosed to:					
All required documents provided for the Audit					
If no - List missing documents					
Date IRS Form 990 or E-Card filed					
Total number of Bank Accounts Branch holds					
Primary Bank Account Type used to fund deposits (Checking/Savings)					
Primary Bank Account Balance at time of Audit					
Secondary Bank Account Type (Checking/Savings) If applicable					
Secondary Bank Balance at time of Audit					
Total amount of Restricted Funds					
Brief description of Restricted Funds					
Total number of Investment Accounts (if applicable)					
Brief description of Investment 1 (if applicable)					
Total funds in Investment 1					
Brief description of Investment 2 (if applicable)					
Total funds in Investment 2					
Brief description of any additional Investments					
Total funds in additional Investments					
Grand Total of Funds in Investments					
Branch holds Gaming Activities Y/N					
Additional Branch Funds not previously listed					
Brief description of Additional Funds					
Total Funds held by Branch at time of Audit					
All Accounts held in the Branch Name (Y/N)					
Total Community Initiative Grant (\$) given to Branch					
Total Regional Council Member Involvement Grant (\$) given to Branch					
Inventory list of Branch Property (i.e. Computers, Printers, Office Equipment ,Event Materials, etc.)					

Branch Signing Authority 1 Name & Position	
Branch Signing Authority 2 Name & Position	

BRANCH AUDIT TRACKING REPORT

Audit Tracking - Page 2

Regional Signing Authority on Branch Accounts					
Number of Family members in Branch Executive					
Number of Family members with signing authority					
Action Plan Required (Y/N)					
Details of Action Plan					
Action Plan Date					
Name and position of person responsible for					
Date Follow Up Completed on Action Plan	TBD				
Additional Notes or Comments					

Designed 2/25/2010 Ike

