

## AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

Affiliated with the AFL-CIO

80 F Street NW, Washington, DC 20001-1583

### **Annual Audit Certification**

Date prepared: \_\_\_\_\_

AFGE Local or Council No. \_\_\_\_\_.

For the fiscal year beginning \_\_\_\_\_ and ending \_\_\_\_\_

Current number of members (as of the close of the fiscal year): \_\_\_\_\_

### **Financial Overview**

1. Name and address of all banks, credit unions, or other financial institutions, where the Local or Council has an asset-bearing or deposit account, including but not limited to checking, savings, money market or investment accounts. List each account separately and attach a separate sheet if additional space is needed:

Bank Name	Account Type	Account Number	Balance as of End of fiscal year

2. Total monies handled during the past fiscal year and calculation of minimum required bond:

A.	Beginning Cash Balance		
B.	Beginning Investment Balance		
C.	Cash receipts for the fiscal year		
D.	<b>Total monies handled</b>		
E.	<b>Minimum bond calculation</b>	<b>Line D times 10%</b>	

3. Amount of bond carried by the Local or Council: \_\_\_\_\_

### **Required Attachments**

Please include the following items with this certification:

1. Written audit report detailing the findings of the Audit Committee
2. Appropriate LM Report
3. Annual budget for the fiscal year noted in Item #2 above
4. Annual budget for the subsequent fiscal year

## **Audit Committee Certification**

The undersigned members of the Audit Committee (or external auditing firm, if applicable) hereby certify to the following:

- **Reconciliation**  
Balances in all cash and investment accounts have been reconciled with the Local or Council records.
- **Expenditure Review**  
A sampling of the Local or Council expenditures were reviewed, and the committee has formed a reasonable conclusion, that expenditures conform with the approved annual budget or meeting minutes that authorize unbudgeted expenditures.
- **Financial Accuracy**  
The financial records, LM Report and annual budget, for the fiscal year noted above, have been examined, and the committee has formed a reasonable conclusion, that the information contained therein is true and correct.
- Signature (Each member that is a part of the Audit Committee should print and sign their name below)

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>

*If prepared by accountants outside of the Local or Council, they should so identify themselves, provide a telephone number for contact purposes, and certify that they are the persons involved in the auditing of the books of the Local or Council.*

## **Officer Certification**

Pursuant to Article XIX, Section 5, of the AFGE National Constitution the undersigned officers of Local \_\_\_\_\_ hereby certify that an annual audit of Local \_\_\_\_\_ has been completed and the information provided above is true and accurate to best of our belief and knowledge.

### **President**

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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### **Treasurer (or Secretary-Treasurer)**

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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