Audit Overview

	Ref	Source Documents	Review For
☐	A	Checking, savings, and investment accounts	Ensure reconciliations are performed on a regular basis (ideally, monthly).
☐	B	Cancelled checks	Ensure that all cancelled or voided checks are accounted for.
☐	C	Cash receipts	Scan amounts recorded as cash receipts. Look for unusual or missing transactions. For instance, if the affiliate receives dues directly from members, the monthly deposits for these dues should be relatively consistent
☐	D	Cash disbursements	In addition to reviewing select transactions for proper supporting documentation, review the disbursements for unusual amounts.
☐	E	Dues Deduction Listings	Review the listing for unusual trends and if the affiliate is not on the AFGE tape process, tie some of the listing totals to the checking account.
☐	F	Tape Reports	For those Locals on the AFGE tape process, select a few of the tape reports and trace the refunded amounts to the Local's checking account.
☐	G	Local Constitution & Bylaws	All AFGE affiliates are required to attach any changes to their organizing documents to the annual LM filing with the DOL. These documents should also be attached to the Form 41 filing with the National Secretary-Treasurer.
☐	H	Meeting Minutes	Review the minutes of membership and E-board meetings for impact on the affiliate's finances. For instance, if the minutes reflect an increase in the dues structure, follow through to ensure the increase was implemented.
☐	I	Previous LM Reports	Review the last couple years LM reports filed with the DOL. Look for unusual increases or decreases in reported revenue and expenses. Scan the detail reports for possible related party transactions with attorneys or other professionals.
☐	J	IRS 990 Reports	Like the LM reports, compare prior year reports for unexpected trends
☐	K	IRS 1099s	Evaluate the 1099s from prior years and compare to the current year.
☐	L	Budgets	Track the selected disbursements to ensure they are valid budgeted expenditures. Also, compare the actual financial category totals to the approved budgeted categories.
☐	M	Prior Audit Committee Reports	Review prior year's audit reports for open issues to determine if corrective action, if necessary, was taken.
☐	N	Prior Form 41s	Review the past few AFGE Form 41s filed with the National office for Information to include on the current year form.
☐	O	Current Roster	Scan the current Local roster for duplicate members and calculate an approximate dues amount to compare to the actual dues collected for a pay period. The numbers won't be exact, but they should be in the ball park.
☐	P	Fixed Asset Inventory (If applicable)	Check the policy for tracking the Local or Council's fixed assets. These are Items such as computers, printers, phones, and (Pads, etc. Users should return these items to the Local when their term is completed).
☐	Q	Payroll Tax Reports (if applicable)	If the Local or Council has employees, check to ensure the payroll reports have been filed.