

# Illinois Prairie Weavers

## Financial Reviewer Checklist/Report

It is the responsibility of the Financial Reviewer to review the books of the past year's Treasurer, making sure that all income received and expenses paid are explained and documented, and that the Guild's checking account has been properly managed and maintained. This checklist is meant as a guide for doing this, and as a form to use as a report to the President who appointed the Financial Reviewer.

- \_\_\_ 1. Obtain from the past year's Treasurer: (a) the check book and bank statements for the Guild's account(s) for the past year; and (b) any spreadsheets or other items used by the Treasurer to account for the Guild financial activity for the year.
  
- \_\_\_ 2. Trace the cash balance from the end of the prior year's Treasurer's report to the beginning cash balances of the past year's report; they should be the same.
  
- \_\_\_ 3. Review the checkbook and spreadsheets to account for all income items taken in and all expenses paid. Investigate any checks that are missing or out of sequence.
  
- \_\_\_ 4. Review the bank statements for any large or unusual transactions.

(continued)

\_\_\_ 5. Investigate any unusual, unidentified, unexplained or unreconciled items.

\_\_\_ 6. Resolve any items that were noted during these procedures, or make a list below of anything you were not able to identify or clarify:

I have reviewed the past year's Treasurer's records in accordance with this checklist, finding no errors or omissions in the records or any concerns other than anything noted in checklist/report #7 above.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

After completing this checklist/report, submit it to the Guild President who assigned it to you. Return financial records as instructed. Suggest any improvements to the job description or this checklist.