

# ***NEW JERSEY STATE FIREMEN'S ASSOCIATION***

## FIELD EXAMINATION - TREASURER EXAMINATION WORKSHEET

ASSOCIATION NAME \_\_\_\_\_ NO. \_\_\_\_\_ COUNTY \_\_\_\_\_

SUBSIDY ASSOCIATION: YES NO Y/E LOSS: YES NO

1. Was discussion/review of prior Field Examination Report held before review? YES NO
2. Is the Treasurer's Journal in a Bound Journal or Computer Generated reports placed in a binder or notebook? YES NO
3. Was a check made of all bank statements or bank on-line printouts for the period requested? YES NO
4. Were checks listed on bank statements verified to check ledger and journal? YES NO
5. Do checks have 3 authorized original signatures, not stamped or computer generated? YES NO  
(Use page 4 of the Financial Report and Delegate/Life Member Convention Expense Voucher (Pink and Blue) sheets for signature comparisons)
6. If available, was the endorsement on the back of the check the same as the Payee? N/A YES NO
7. Were the Delegate and Life Member convention checks dated and cashed after the convention? YES NO
8. Do the amounts on the Delegate/Life Member Allowance Worksheet (white forms) agree with the Convention Expense Vouchers (Pink and Blue) sheets? YES NO
9. Were the Administrative Expenses paid in December (Financial Report – Insert D)? YES NO
10. Has any Administrative and/or Convention Expense of \$600.00 or more been paid? YES NO
11. If yes, were the Convention Expenses reduced by receipts below \$600.00? N/A YES NO
12. If applicable, were 1099 forms issued to the appropriate people? N/A YES NO
13. Was a complete review of all investments made (CD's, Bonds, Etc.)? YES NO

RECOMMENDATIONS:

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Examination made by: \_\_\_\_\_ DATE: \_\_\_\_\_