

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. Are any checks in the checkbook pre-signed? YES NO
6. If available, do checks have 3 authorized original signatures, not stamped or computer generated? (Use page 4 of the Financial Report and Delegate/Life Member Convention Expense Voucher (Pink and Blue) sheets for signature comparisons) N/A YES NO
7. If available, was the endorsement on the back of the check the same as the Payee? N/A YES NO
8. Were the Delegate and Life Member convention checks dated and cashed after the convention? YES NO
9. Do the amounts on the Delegate/Life Member Allowance Worksheet (white forms) agree with the Convention Expense Vouchers (Pink and Blue) sheets? YES NO
10. Were the Administrative Expenses paid in December (Financial Report – Insert D)? YES NO
11. Has any Administrative and/or Convention Expense of \$600.00 or more been paid? YES NO
12. If yes, were the Convention Expenses reduced by receipts below \$600.00? N/A YES NO
13. If applicable, were 1099 forms issued to the appropriate people? N/A YES NO
14. Was a complete review of all investments made (CD's, Bonds, Etc.)? YES NO

RECOMMENDATIONS:

Examination made by: _____ DATE: _____