

NEW JERSEY STATE FIREFIGHTER'S ASSOCIATION

FIELD EXAMINATION - TREASURER EXAMINATION WORKSHEET

ASSOCIATION NAME _____ NO. _____ COUNTY _____

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| 1. Was discussion/review of prior Field Examination Report held before review? | YES | NO |
| 2. Is the Treasurer's Journal in a Bound Book or Computer-Generated reports placed in a binder? | YES | NO |
| 3. Was a check made of all bank statements, all investments, 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. Were the Delegate and Life Member convention checks dated and cashed after the convention? | YES | NO |
| 7. Were the Delegate and Life Member affidavits done and included? | YES | NO |
| 8. Were the Administrative Expenses paid in December (Financial Report – Insert D)? | N/A | YES NO |
| 9. Has any Administrative Expense of \$2000.00 or more been paid? | YES | NO |
| 10. Were 1099 forms issued to the appropriate people and included in the treasurers' records. | N/A | YES NO |

RECOMMENDATIONS:

Examination made by: _____ DATE: _____

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