

### **Number of (auditing) controls**

As stated in the HR, there will be at least four checks a year. We advise the auditing committee to plan the checks right before a GMA. Moreover, we suggest that the auditing committee will be assisted by the previous auditing committee during the first check. By doing so, the old committee can break the new auditing committee in.

### **Presence treasurer**

We suggest that the auditing committee will do a first check of the finance without the treasurer. The treasurer should make sure that all necessary documents are available for the auditing committee. After the check of the auditing committee, the committee can meet with the treasurer to ask question and/or ask for explanation when necessary.

The above requires a clear, unambiguous way of writing things down, as the auditing committee should be able to do the check without the treasurer.

### **Checklist auditing control**

#### 1. Invoices (facturen/declaraties)

- Check if the amount on the invoices correspond to the amount in Conscribo/on the bank account. All invoices higher than €20 should at least be checked
- Check if the amounts are posted on the right entry
- Check if the amounts on the invoices are related to the purpose (no private purchases, etc.)

#### 2. Money collection (incasso)

- Check how much is collected in total. Does this amount make sense?
- Check if all participants of activities have paid for the activity.
- Check if there are any cancellations/reversals. Who cancelled the money collection? Is this person already approached?

#### 3. Receivables and payables

- Check the account receivable and account payable. Are these reasonable amounts?
- Receivables will be converted to bad debts when the money is not collected within three months. The auditing committee should be able to check the receivables and bad debts at all times. The treasurer should (be able to) explain the bad debts.

#### 4. Profit and loss statement

- Check the profit and loss statement
- Compare the statement with the budget. Are actual costs different from the budget? Is there any explanation for the difference?

### **Checklist last control of the season**

- Check if the amounts on the balance sheet equal the amounts on the bank account
- Check if the actual inventory equals the inventory stated on the balance sheet (counting the inventory by hand will be necessary)
- Check if items need to be depreciated
- Check all receivables and payables and ask the treasurer for an action plan to collect the money
- Check if all temporary balance sheet items are zero