

Audit Procedures

- 1. Obtain budget, profit and loss statement, and balance sheet for year being audited**
- 2. Select P&L accounts for detailed review based upon activity for the year**
- 3. Obtain detail of major expense categories**
- 4. Obtain bank statements for selected months of activity**
- 5. Ensure that ending balance sheet items from previous year agree with beginning balance sheet items and that bank statement agrees**
- 6. Trace deposits for selected months from bank statement to balance sheet and P&L statement**
- 7. Trace expenditures to P&L statement and expense categories**
- 8. Ask if any transfers between budgeted accounts have been made during the year and obtain verification that approval was received for transfers**

Procedures developed by Barbara Hill
of the 2012 Audit Committee
and accepted by the Board