

# KINGDOM HALL BUILDING FUND AUDIT REPORT

Name(s) of congregation(s): \_\_\_\_\_ Cong. number: \_\_\_\_\_  
(Titleholding congregation)  
\_\_\_\_\_ Cong. number: \_\_\_\_\_  
(Additional congregation)  
\_\_\_\_\_ Cong. number: \_\_\_\_\_  
(Additional congregation)  
\_\_\_\_\_ Cong. number: \_\_\_\_\_  
(Additional congregation)

Regional Building Committee project number: \_\_\_\_\_

Quarter being audited: \_\_\_\_\_ through \_\_\_\_\_  
(Month/year) (Month/year) (Date of audit)

## Gathering the Information for the Audit

The project accounting overseer is to provide the building project records for the months being audited, the checkbook with all entries up-to-date, the bank statements, and the petty cash box. The chairman of the Regional Building Committee is to provide the carbon copies of all receipts. If possible, the project accounting overseer or his local representative is to deposit all funds on hand prior to the audit. Review the prior audit report.

## Verification of Receipts

The purpose of this procedure is to verify that receipts have been entered and accounted for properly.

1. For a random sample of ten or more receipts during the quarter, verify that the carbon copies of the receipts match what is recorded in the *Receipts Journal* (S-96). Have the receipts been recorded correctly? \_\_\_\_\_
2. For five bank deposits during the quarter, compare bank statement deposit dates and amounts with the *Receipts Journal* deposit dates and amounts. Are funds being deposited promptly, and do the amounts agree? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Verification of Disbursements

1. Review the current bank signature card to familiarize yourself with the authorized signatures on the account.
2. Do the canceled checks have two authorized signatures? \_\_\_\_\_
3. For the ten largest-dollar checks during the quarter plus ten additional checks selected at random from the quarter, answer the following questions:
  - a. Have all *Payment Vouchers* (S-94) and the supporting paid bills, purchase order copies, and receiver documents been properly coded and approved? \_\_\_\_\_ Are the receiving documents signed by a brother to indicate that the materials were received at the job site? \_\_\_\_\_ Were purchase orders issued in advance for all major purchases? \_\_\_\_\_
  - b. Have all payments been recorded correctly in the checkbook? (Compare with *Payment Vouchers*.) \_\_\_\_\_
4. Do the petty cash reimbursements have paid invoices as supporting documentation? \_\_\_\_\_
5. Is the petty cash kept in a safe, locked box? \_\_\_\_\_
6. Does the cash on hand plus the paid invoices plus the petty cash vouchers in the box equal the total amount of the petty cash fund? (Count all petty cash *in the presence of the project accounting overseer*.) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Verification of Checking Account

1. Have all pages of the bank statement been made available for review? \_\_\_\_\_ (Note: Most bank statements list the number of pages making up the statement. For example, the first page of a three-page statement likely contains the notation "Page 1 of 3.")
2. Are the bank statements being mailed directly to a member of the Regional Building Committee? \_\_\_\_\_
3. Reconcile the latest bank statement to the *last* transaction in the checkbook. Does it reconcile to the balance shown in the checkbook? \_\_\_\_\_ If "yes," initial the checkbook balance. If "no," what is the difference? \$ \_\_\_\_\_ This should be considered when reviewing the audit with the presiding overseer and the project accounting overseer.
4. Are any outstanding checks over three months old? \_\_\_\_\_ If "yes," explain below.
5. Are any outstanding deposits over three months old? \_\_\_\_\_ If "yes," explain below.
6. Are all paid checks on hand, and have they been written to the proper payees? \_\_\_\_\_ (Note: If paid checks are not returned by the bank, fill in "N/A.")
7. Do all voided checks have the signature block torn off or mutilated to prevent future negotiation of the check? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Review of General Procedures

1. Are the accounting instructions being followed as presented in the *Regional Building Committee Accounting Manual* (S-100)? \_\_\_\_\_
2. Are the records neat, accurate, and up-to-date? \_\_\_\_\_
3. Are the *Monthly Report to Congregation—Kingdom Hall Building Fund* (S-93) sheets accurate? (Verify last month.) \_\_\_\_\_
4. Have all recommendations from the last audit been implemented? \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Upon completion of the audit, the elder performing the audit should thoroughly discuss his findings and recommendations with the chairman of the Regional Building Committee and the project accounting overseer. Thereafter, a copy of the audit report should be provided to each body of elders involved in the project. The chairman of the Regional Building Committee will verify that any needed adjustments are promptly implemented.**

Audit prepared by: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Telephone number)

\_\_\_\_\_  
(Congregation)

Reviewed by: \_\_\_\_\_  
(Signature of Regional Building Committee chairman)

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_