



**Club Name** \_\_\_\_\_

## **Club/Committee Treasurer's Portfolio Audit & Comments Sheet**

- Prior to auditing the Club/Committee Treasurer's Portfolio, please read the "Audit Guidelines for Club/Committee Accounts" and follow the procedures listed. This form is to be used to give positive comments to the Treasurer, and to note any errors made in the Club/Committee Treasurer's Book. Please sign and date this form once the audit is complete. Please enclose this form inside the Club/Committee Treasurer's Portfolio.
- Those who serve on the Club/Committee Treasurer's Audit Committee may not be related to the Club/Committee Treasurer or other account signatories.

Positive Comments on the Club/Committee Treasurer's Book/Portfolio:

Errors found in the Club/Committee Treasurer's Book/Portfolio:

Auditor signature required

\_\_\_\_\_  
**Auditor Signature**

\_\_\_\_\_  
**Date**