

# Florida Healthcare Engineering Association

District Annual Audit – District \_\_\_\_\_

Fiscal Year Beginning Balance (February 1): \$ \_\_\_\_\_

Fiscal Year Ending Balance (January 31): \$ \_\_\_\_\_

Fiscal Year Income: \$ \_\_\_\_\_ Fiscal Year Expense: \$ \_\_\_\_\_

Net Gain / Loss: \$ \_\_\_\_\_

Verify 50% of checks entered to General Ledger (Example: Check #105 entered to General Ledger on MM/DD/YYYY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verify 50% of deposits entered to General Ledger (Example: Deposit dated MM/DD/YYYY on bank statement is entered to General Ledger on MM/DD/YYYY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verify the following:

- 1) Bank balance per General Ledger has been reconciled to the bank account statement
- 2) All District minutes are finalized and in one location
- 3) W-9s have been filled out for speakers and any non-incorporated entities paid over \$600 during the year
- 4) List of grants issued for the year including grantee and amount of grant – **Attach to this Report**

District Officers in current year:

President \_\_\_\_\_ Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

\_\_\_\_\_  
District Treasurer Name                      Signature                      Date

\_\_\_\_\_  
Auditor #1 Name                      Signature                      Date

\_\_\_\_\_  
Auditor # 2 Name                      Signature                      Date

This report is to be completed by the District Treasurer and two Auditors and returned to the District Treasurer by March 31.