

Troop Account Audit Checklist



The purpose of this worksheet is to guide service unit treasurers in the process of reviewing and auditing a troop account. The audit should examine a troop's financial records to ensure accuracy and compliance with council policy.

- ☐ Gather all relevant bank statements.
- ☐ Verify basic details such as account number, routing number, troop account number, and address.
- ☐ Examine each transaction amount, including dollar amount, date, and payee.
- ☐ Review copies of cancelled checks, including the payee's name.
- ☐ Use supporting documents like invoices and receipts to verify and cross-check the transactions.
- ☐ Look for suspicious payments or those with a lack of proper documentation.
- ☐ Flag inconsistent withdrawals if applicable.
- ☐ Verify automatic payments/debits if applicable.
- ☐ Reconcile bank statements with troop records to identify discrepancies.
- ☐ Prepare an outline of findings, including any errors, discrepancies, or potential fraud.