



League Audit Procedures

The league finances must be audited at least once per season, per Rule 104b. This process is in place to provide checks and balances to protect league funds.

The audit committee checks league records no earlier than one month prior to the league payout to verify league income, expenditures, and balances. The committee can also be tasked with auditing league records, averages, and position standings at the league board of director's or league president's request.

League president/league supervisor role:

- Appoints an audit committee.
- Provides league bank or center league account statements and monthly verification to the audit committee.
- Ensures the audit committee completes the audit no more than one month prior to the distribution of league prizes.

League treasurer or secretary/treasurer or Youth league official role:

- Provides the audit committee with all deposit and expenditure receipts, pay envelopes and bank statements.
- Is available to the audit committee members, so any questions can be answered.

Audit committee role:

- Checks league records prior to the league payout to verify league income, expenditures, and balances.
- Calculates what should be on deposit based on the actual number of bowlers in the league.
- Reviews the pay envelopes to see if there were vacancies, arrearages and/or prepayments which should be taken into consideration. Uses the center lineage receipts to determine how many bowlers were paid for up to the date of the audit.
- Checks the league bank or center league account statements to see that all deposits were made within 7 days.
- Confirms all withdrawals have two officer signatures by looking at the withdrawal slips and/or checks or copies of checks.
- Checks the league roster against the membership dues receipts to ensure all bowlers have current membership.
- Provides a written report of the audit findings and reports any discrepancies to the league's board of directors.

