

THE TRIPP-JONES FAMILY

ANNUAL FINANCIAL AUDIT

REPORT TEMPLATE

*Conducted by the four District Leaders — due to the President within 14 days of the annual reunion
— Constitution Article 28, Section 7*

1. Purpose of the Audit

The annual audit of the Tripp-Jones Family General Fund is conducted by the four District Leaders to provide independent verification that all family finances are accurate, properly authorized, and consistent with the Constitution, the Financial Policies & Procedures Manual, and the approved annual budget. The audit must be completed no later than the last day of the annual family reunion (Article 28, Section 7).

2. Audit Checklist

District Leaders complete this checklist during the audit. Request all necessary documents from the Treasurer at least 7 days before the reunion.

2.1 Documents to Request from the Treasurer

<input checked="" type="checkbox"/>	Document
<input type="checkbox"/>	All monthly financial statements for the fiscal year (January – current month)
<input type="checkbox"/>	Annual budget (approved by Finance Committee)
<input type="checkbox"/>	All bank statements for the fiscal year
<input type="checkbox"/>	All receipts and invoices for expenditures
<input type="checkbox"/>	All reimbursement request forms
<input type="checkbox"/>	A list of all income received (donations, fundraisers, other) with dates

<input checked="" type="checkbox"/> Document
<input type="checkbox"/> Benevolence Fund disbursement records (amounts only — recipients confidential)
<input type="checkbox"/> Any contracts or financial commitments signed during the year
<input type="checkbox"/> Prior year's audit report (for comparison)

2.2 Audit Steps

<input checked="" type="checkbox"/> Audit Step
<input type="checkbox"/> Confirm opening bank balance matches prior year's closing balance
<input type="checkbox"/> Verify total income recorded matches bank deposits for the period
<input type="checkbox"/> Verify all expenses have corresponding receipts or invoices
<input type="checkbox"/> Confirm all expenses over \$100 had Finance Committee pre-approval
<input type="checkbox"/> Confirm all expenses over \$500 had President co-authorization
<input type="checkbox"/> Verify no expense was paid to an officer for their personal benefit without proper process
<input type="checkbox"/> Confirm Benevolence Fund disbursements were within approved limits
<input type="checkbox"/> Confirm monthly financial statements were published by the 5th of each month
<input type="checkbox"/> Verify closing bank balance matches the Treasurer's reported balance
<input type="checkbox"/> Confirm all fundraiser proceeds were properly transferred to the General Fund
<input type="checkbox"/> Review budget vs. actual — identify any categories significantly over or under budget

<input checked="" type="checkbox"/> Audit Step	
<input type="checkbox"/>	Confirm no outstanding unauthorized obligations or liabilities

3. Audit Findings

TRIPP-JONES FAMILY — ANNUAL FINANCIAL AUDIT REPORT		
Fiscal Year Audited: _____	Audit Date: _____	Reunion
Location: _____		
Audited by:		

3.1 Financial Summary

Item	Amount
Opening Balance (January 1)	\$
Total Income for Period	\$
Total Expenses for Period	\$
Closing Balance (at audit date)	\$
Treasurer's Reported Balance	\$
Variance (should be \$0)	\$
Benevolence Fund Reserve	\$

Item	Amount
Contingency Reserve	\$

3.2 Budget vs. Actual

Category	Budgeted	Actual
Total Income	\$	\$
Reunion Support	\$	\$
Family Historian	\$	\$
Communications	\$	\$
EC Operations	\$	\$
Benevolence Fund	\$	\$
Contingency	\$	\$
Other	\$	\$

3.3 Compliance Review

Compliance Item	Status
All expenses had required receipts?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
All expenses over \$100 had Finance Committee approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
All expenses over \$500 had President co-authorization?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
Monthly statements published on time?	<input type="checkbox"/> Yes <input type="checkbox"/> Partially <input type="checkbox"/> No — see notes

Compliance Item	Status
No unauthorized personal benefit payments found?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
Benevolence Fund disbursements within policy limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
All fundraiser proceeds properly transferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No — see notes
Bank balance reconciled with Treasurer's records?	<input type="checkbox"/> Yes <input type="checkbox"/> No — variance noted above

3.4 Overall Audit Finding

CLEAN — All finances are accurate, authorized, and properly recorded. No material issues found.

QUALIFIED — Finances are generally in order with the following exceptions: (see notes below)

CONCERNS FOUND — Material issues identified. Executive Committee review recommended. (see notes below)

3.5 Notes & Recommendations

4. District Leader Signatures

All four District Leaders must sign this report to certify the audit is complete and findings are accurate.

Americus District Leader — Printed Name & Signature Date: _____

DMV District Leader — Printed Name & Signature Date: _____

Atlanta District Leader — Printed Name & Signature Date: _____

Florida District Leader — Printed Name & Signature Date: _____

Submit signed report to the President within 14 days of the reunion. The President distributes to the full family via the next monthly financial statement communication.