

Utah Association of Medical Staff Services

Policy/Procedure Name: Audit of Treasury Account	Index: UAMSS-005
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Policy:

Following the end of the Treasurer’s term in office on the UAMSS Board, an audit of the treasury should be completed within the first quarter, proceeding the change in ownership of the bank account. It is the recommendation that the Treasurer immediately preceding the outgoing Treasurer perform the audit. In the event the previous Treasurer is unavailable it is the recommendation that a member of the prior year UAMSS Board perform the audit.

Procedure:

The process used when auditing the UAMSS Treasury account is as follows:

1. Request copies of the following documents:
 - a. Bank Statements
 - b. Invoices – paid and unpaid
 - c. Cancelled Checks (if applicable)
 - d. Check Ledger
2. Match all invoices with cancelled checks.
3. Match deposits receipts with deposits shown on statement.
4. Compare deposits/checks written with check ledger information.
5. Note and discrepancies found; e.g.:
 - a. Check written or Invoice available, but not both
 - b. Check payment and invoice do not match
6. Request explanation of any discrepancies from the Treasurer in writing.
7. Enter a startup balance (from previous audit.)
 - a. Add accounts receivable (all deposits.)
 - b. Subtract accounts payable (all invoices.)
8. Enter total (should agree with balance in checking account.)
9. Include explanations of any discrepancies from Treasurer
10. Report to current UAMSS Board of Directors.

Policy Cross Reference: P&P 10	
Revision and/or Replacement Date(s): 11.17.2016	
Original Approval Date: 04.01.2015 by Rachel Smith, CPCS, 2015 UAMSS President	
Approved by:  Jeffrey Carter, CPCS, 2018 UAMSS President	Date Approved: <div style="text-align: center; font-size: 1.2em; font-family: cursive;">9/4/18</div>