



# ANNUAL CIRCLE CHECKING ACCOUNT AUDIT

Name of Circle: \_\_\_\_\_

Account Number: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Balance at time of Audit: \_\_\_\_\_

## Checking Account Audit Procedure

The Circle Treasurer coordinates an audit at the end of each fiscal year. She asks the former Treasurer to serve as Chairman of the Audit Committee. The Chairman then appoints two other members of the Circle to serve. The committee reviews the financial statements from the previous fiscal year, completes the Circle Checking Account Yearly Audit Report, and submits the completed form to The KD office when the account is transferred to the new Treasurer. If the Treasurer remains the same from year to year, the form is still due to The KD office annually by July 31<sup>st</sup>.

*We verify that we have:*

- Reviewed the financial statements and documentation of the Circle*
- Verified that the bank statements are in accordance with the Circle account record*
- Determined that the balance stated above truly reflects the financial status and transactions of the Circle named above for the fiscal year of July 1, 2025 through June 30, 2026*

Audit Committee Members:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Submitted by: \_\_\_\_\_

## **Submit completed form to:**

The King's Daughters | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507  
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)

**DUE BY JULY 31, 2026**