



Area Director Financial Oversight Checklist

Bank Transactions/Reconciliations (Every other month):

- Is the Bank Connection valid and syncing regularly?
- Are all Transactions Categorized?
- Do all Transactions have the appropriate documentation attached and payees listed?
- Are all bank and credit card accounts reconciled to the most recent month end?

Bill Spend & Expense (Every other month):

- Are Bill Spend & Expense Transactions Complete? (reimbursements as well)
- Are Bill Spend & Expense Transactions Reasonable for the region? (reimbursements as well)
- Validate the "People" section of Divvy
 - Section & Area Leadership, along with 6 AYSO Corporate Users should be listed
 - Are only Current Volunteers with background checks listed as People on Divvy?

Vendors (Quarterly):

- Validate verbally or via email with Regions whether they are using any outside service vendors
 - Is an approved Paid Service Agreement saved in QBO?
 - Is the Service Provider set up as a vendor in QBO as a 1099 vendor?

Notes:

- Paid Services Agreements are renewed annually
- Vendor set up and marking as a 1099 vendor is a one-time task.

For assistance email Finance@ayso.org with any questions.