

Audit Cover Page

S/A/R

Date of Audit

Time Period Covered

Name/Signature of Auditor

Treasurer/EM Name/Signature

Audit Steps: For any of the following items, please check "Yes", "No", or "N/A". Add comments where appropriate or necessary. Any exceptions, note details on last page.

REGION _____

FINANICAL MANAGEMENT / PROPER GOVERNANCE		Yes	No	N/A	Comments
<p>Per Section 1.04, item (m) of the AYSO Reference Book (page 1:2), it notes the following duties and responsibilities of a Region shall be: "to collect and disburse fees and other moneys for the sound financial organization and operation of the Region, to keep and submit to the AYSO Office as required, accurate financial records to ensure continuation of the tax exempt status of AYSO (the "Organization"), to participate in the National Accounting Program, and to pay to the AYSO Office prior to the start of the season the National portion of its registration fees and all amounts due with respect to its purchase."</p> <p>Also per Article Six of the AYSO Reference Book: Management of the Region, under subheading B (page 4:5), it states "the Regional Commissioner ("RC"), in concert with the Regional Treasurer, shall insure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m)."</p>					
1	Has a Treasurer been appointed to keep the Regional financial records?				<i>Date appointed:</i>
2	Has the Treasurer attended the most current trainings related to the Treasurer Role?				<i>Please list out trainings attended and dates attended and please attach a training report from "EtrainU"</i>
3	Are the Region's bank accounts reconciled on a monthly basis?				
4	Is the person who reconciles the bank accounts not a signatory on those accounts, or are the completed bank reconciliations reviewed and signed off by someone that is not a signatory on those accounts?				
5	Does the Regional Comissioner, Treasurer, or another volunteer review copies of the cancelled checks at least quarterly for any irregularities?				
6	Is the (1) Regional Commissioner, (2) Area Director, and (3) Treasurer all signatories on all Region bank accounts?				
7	Are none of the Region's signatories from the same family or household (not allowed per AYSO Guidelines)				
8	Does the Region have at least three, preferably four authorized signatories on each of the Region's bank accounts? (Including one from the Area, or in the absence of one from Area, Section Director)				
9	Are all of the Region's bank accounts in the name of "American Youth Soccer Organization" with the Region Number (and may include a Community Name) or clearly distinguish in the address line?				
10	Does the Region require two signatures on all check payments or withdrawal of funds, even if the bank does not require two signatures? **(If the region still uses paper checks)				

FINANICAL MANAGEMENT / PROPER GOVERNANCE		Yes	No	N/A	Comments
11	Does the Treasurer provide transparent key financial information to the Regional Board at every board meeting that includes (1) copy of the signed bank reconciliation for the month, (2) a report of all income and expense items recorded since the last board meeting with sufficient detail to note the names of the vendors paid the amounts paid, (3) a copy of the budget to actual report through the most current period, (4) a balance sheet report showing assets and liabilities outstanding as of the most current period. (Auditor should examine a copy of one month's materials provided to the Board for their review and determine if the information is sufficient for the Board to perform their oversight role.)				<i>Auditor to note their observations from review of the Board materials:</i>
12	Did the Region publish its Budget / Summary Financial Report to participating families at least once a year per National Policy Statement 3.2?				
13	Did the Treasurer work with the the Regional Board to develop the Region's Budget Plan for the Membership year, with items such as (1) fixed costs, (2) variable costs, (3) and other costs?				
14	Was the Region's Budget Plan completed, approved, and submitted to the Area Director by June 1 (30 days before the start of the fiscal year)?				
15	If the Region is not using Quickbooks/Zipbooks, does the Region maintain all of its financial records for a minimum of 7 years and can they be properly located, if needed? (National Share drive is an available option)				
16	Does the Region maintain sufficient cash reserves to ensure the financial stability of the Region for a reasonable period? (policy is to maintain a reserve of at least \$5 per player for a fiscal year)				
17	Are all persons on the Quickbooks/Zipbooks and Divvy accounts currently registered volunteers with a current background check on file with AYSO				
18	Has the Region identified all Quickbooks/Zipbooks vendors and transactions as 1099 transactions?				
19	Did the Region properly send its Form 1099 reporting worksheet to the AYSO Office Finance Department by January 10th in order to enable accurate independent contractor earnings reports?				
20	Does the Treasurer properly record all of the Region's deposits and payments accurately in accordance with the approved AYSO Financial Chart of Accounts to aid with tax reporting for AYSO National?				
21	Are all financial transactions processed through the Region's checking account or Divvy Card and properly tracked through Quickbooks/ZipBooks? (limited cash transactions are allowed under AYSO Guidelines)				

FINANICAL MANAGEMENT / PROPER GOVERNANCE		Yes	No	N/A	Comments
22	Are Sections, Areas, Regions that are not using Quickbooks/Zipbooks as their regular trasaction register software, properly uploading their transactions at least once a month (ideally on the first of each month)?				
23	Does the Region receive its own bank statements (electronically) and properly upload copies of all bank statements into Quickbooks/ZipBooks?				
24	Does the Region only allow the use of Divvy Cards and does not permit the use of any other Region controlled credit or debit cards?				
25	Is the Region audited annually? What was the last period to be audited? (It is AYSO Best Practice to have the Region audited with any change to the Regional Commissioner or the Treasurer)				<i>Period that was last audited:</i>
26	Was the audit properly uploaded to Quickbooks/Zipbooks for future reference?				
27	If a copy of the last audit is not uploaded, is a copy of the Region's last audit report available for the current auditor to review and ensure that prior audit findings have been properly corrected?				
28	Were all documents and records available to the current period auditor?				
CASH RECEIPTS AND CASH DISBURSEMENTS		Yes	No	N/A	Comments
29	To ensure the proper handling of cash and check payments accepted by the Region, did the Region (1) utilize a cash receipt books to record cash transactions, (2) reconcile player registration forms (or receipts), (3) have two trained volunteers verify cash/checks received, and (4) verify all monies received equaled all receipts?				
30	Related to the proper handling of cash and check payments to the Region, did the Region use the approved AYSO forms entitled "Registration Reconciliation Form" and "Region Cash Tally Sheet"?				
31	For any cash or check payments received by the Region, are monies deposited into the Region's bank accounts ("Mobile Deposit" for check payments is OK) the same day or the very next business day to minimize the risk of loss or fraud?				
32	Is the authorized bank signature card up to date and accurately reflect the names of the current authorized check signers?				
33	Does the Region never allow a blank check to be signed?				
34	Does the Region never allow a check payment to be made out to "Cash"?				
35	Are all checks imprinted with the phrase "Two Signatures Required"? **(If the				

36	Does the Region maintain any Petty Cash accounts? (not allowed per AYSO Guidelines)				
37	In order to approve and process any payment, did the Treasurer examine original copies of supporting documentation, noting that such amounts comply with Policy Statement 3.1 and the current AYSO Schedule of Limits?				
CASH RECEIPTS AND CASH DISBURSEMENTS		Yes	No	N/A	Comments
38	If a Region is not using the Divvy Card system, did the volunteers properly fill out and sign the AYSO approved Reimbursement Request Forms and attached original copies of their receipts to the Form?				
39	Has the Region properly recorded all unpaid vendor invoices in its possession to Quickbooks/ZipBooks?				
40	Does the Region not make payments to a vendor or supplier that is controlled by a Region Board Member?				
41	Does the Region include a refund policy either as "waiver" during the registration process or in the body of the email in the order confirmation?				
42	Do the payment settings in the Sports Connect software (if used) include the email and phone number of the current Regional Commissioner or Treasurer to contact for refunds from participants or for investigation to refute the credit card dispute?				
43	Were all images of original receipts properly uploaded to the Divvy software for card purchases?				
44	For Point of Sales Softwares (if used), does the Region accept credit card payments for items other than registration fees?				
45	For Point of Sales Softwares (if used), what is the name of the software used? (Square, PayPal, etc.)				<i>Name of software:</i>
46	For Point of Sales Softwares (if used), is the third-party software properly linked to the Region's bank accounts?				
47	For Point of Sales Softwares (if used), are deposits / payments received from this software properly coded in Quickbooks/Zipbooks? (i.e. concessions sales, fundraiser sales, merchandise sales, tournament entry fees, etc.)				
48	For Point of Sales Softwares (if used), was sales tax properly collected and remitted to the proper government agency in a timely manner?				

DETAILED TESTING OF CASH RECEIPTS AND CASH DISBURSEMENTS		Yes	No	N/A	Comments
The Auditor should make a sample of transactions to test during the audit period, and examine the transactions for any lack of compliance with AYSO Guidelines and for any issues of fraud. AYSO recommends that the Auditor select at least 3 cash receipt transactions and at least 30 cash disbursements selections. Cash disbursement selections should at least cover the following areas: (1) several large vendor payments, (2) several transactions with the Regional Commissioner (if any), and (3) several transactions with the Treasurer (if any). Please keep alert for any round dollar amounts or unusual looking items.					
49	Cash Receipts Testing - Is there evidence that at least two people were present when handling cash receipts?				
50	Cash Receipts Testing - Did the Region properly utilize the AYSO Forms entitled "Registration Reconciliation Form" and "Region Cash Tally Sheet"?				

DETAILED TESTING OF CASH RECEIPTS AND CASH DISBURSEMENTS		Yes	No	N/A	Comments
51	Cash Receipts - Were monies deposited into the Region's bank accounts the same day or the very next business day?				
52	Cash Receipts Testing - Did the Region properly record the cash receipt (deposit) to Quickbooks/ZipBooks in a timely manner?				
53	Cash Disbursements Testing - Were there two check signers and were the check signers not from the same family or household? **(If the region is still using paper checks)				
54	Cash Disbursements Testing - Was the check imprinted with the phrase "Two Signatures Required"? **(If the region is still using paper checks)				
55	Cash Disbursements Testing - Was the check imprinted with the name of "American Youth Soccer Organization" with the Region Number (and may include a Community Name)?				
56	Cash Disbursements Testing - Was the check not payable to "Cash"?				
57	Cash Disbursements Testing - If the payment was a reimbursement to a volunteer, did the Region require the volunteer to complete and sign an AYSO approved Reimbursement Form?				
58	Cash Disbursements Testing - Were original copies of receipts or invoices attached to the check stub or to the Quickbooks/ZipBooks transaction?				
59	Cash Disbursement Testing - Did the Region properly record the cash disbursement to the correct Quickbooks/ZipBooks's account in a timely manner?				
60	Cash Disbursement Testing - Does the endorsement on the cancelled check match the payee on the check?				
61	Check Disbursement Testing - Is there no evidence that the check has been tampered with or altered in any way?				
62	Cash Disbursement Testing - Does the amount of the payment match the amount on the paid invoice?				
63	Cash Disbursement Testing - Is the payment being made not to one of the authorized signers on the check?				
64	Cash Disbursement Testing - Was the payment made by the Region consistent with AYSO policies (i.e. no personal expenditures) and in accordance with the limitatons noted on the AYSO Schedule of Limits?				
65	Overall - From the detailed testing performed, is there evidence of fraud or theft by volunteers in the Region?				<i>If the answer is no, please discuss your preliminary findings with the Area Director to deterime next steps.</i>

**These questions will not apply if a region is no longer using paper checks and/or uses online bill payment through their bank.