

SAMPLE WORKPAPERS

CREDIT UNION NAME

SUPERVISORY COMMITTEE

INTERNAL AUDIT REPORT

These sample work-papers may be used as a guide in completing the audit programs and **need not be filed** with the report.

CASH COUNT SHEET

CREDIT UNION: _____

INTERNAL AUDIT DATE: _____
Month Day Year

Description	Coin	Bills	Other
TOTALS			

Coin _____

Bills _____

Other _____

Grand Total

Signature: _____

Comments: _____

This sheet may be duplicated if multiple cash locations are counted.

RECEIPTS TEST

Credit Union: _____

Day of Month	Amount Per Credit Union Records	Amount Per Depository Records
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Totals		

Comments: _____

Deposits should be made prompt and intact within 48 hours (two working days) of receipt.

INVESTMENTS

CREDIT UNION: _____

Investment Type	Book Value	Market Value	Legal and Authorized	Proper Accounting	Verification Method

Comments: _____

Yes or No

Note: Is it the intent to hold each of the above investments to maturity? _____

If not, is the credit union complying with FASB Statement of Accounting Standard (SFAS) #115 by marking investments to market on the financial statement being reviewed? _____

MEMBERSHIP TEST

CREDIT UNION: _____

(Yes or No)

Account No.	Name	Membership Card			Within Field of Membership
		Address	Signature	Employment	

Comments: _____

FIXED ASSET TEST

CREDIT UNION: _____

Date Purchased	Item	Invoice Amount	Estimated Useful Life	Depreciation Method	Monthly Depreciation	Accumulated Depreciation

Is depreciation being recorded:

- Monthly _____
- Quarterly _____
- Annually _____

Comments: _____

