



DSU Society Audit Form

Every society that receives a grant is required to submit this form within fourteen (14) days after the completion of the event in order to receive the remainder of their funding.

Name of society: _____
Society Acronym: _____
Date: _____
Term: Fall Winter Summer

Treasurer Name: _____
Treasurer Email: _____
Treasurer Phone Number: () _____

All of the following **must** be submitted. Please check off each box to indicate you have submitted each item:

- General Ledger (records of your transactions)
- Bank statements
- Cheque book, all void cheques, and all returned cheques from the bank
- Transition records (proof the things in your general ledger are accurate. i.e. receipts, signed meeting minutes)
- Bank reconciliation
- Budget (only for the Fall audit)

Please provide the Vice President (Finance & Operations) with the names if your signing officers and a sample of their signature to confirm with the signatures on the cheques:

Name:	Signature:
_____	_____
_____	_____
_____	_____
_____	_____

If you have any questions about the DSU audit process, please feel free to contact Edgar Burns at vpfo@dsu.ca or (902) 494-1278.

Edgar Burns
Vice President (Finance & Operations)

