

GEO UNIT AUDIT REQUEST LIST

Geo Unit Name:	
Project Number:	
Geo Unit Director/Chair:	
Geo Unit Treasurer:	

Please check (✓) box to indicate that material has been submitted for audit. Indicate N/A if it is not applicable.

	(✓) or N/A
1. MEETING MINUTES	
a) Copies of Minutes for Geographic Organizational Unit Committee meetings	
2. BANK ACCOUNT(S)	
a) Copies of ALL monthly bank statements for all non-IEEE/external Checking, Savings, Fixed Deposits, and Investment Account(s) for the audit period Note: not required if using IEEE Banking or TM5 (Internal Audit has access)	
a) Please provide the following for all the external bank account(s): -Name of the signers/cardholders/online banking access for the account(s) Note: Not required if already submitted in the MGA Compliance Portal	
b) Check registers/spreadsheet of disbursements/payments and deposits/revenues for the year – used by Auditor to “select” sample of disbursements and deposits for testing	
c) Checking, Savings and Investment Account “reconciliations”	
3. REVENUE RECEIPTS	
a) Supporting documentation for deposits sample selected (e.g., invoices, agreements, summary reports, etc)	
4. DISBURSEMENTS	
a) Itemized Receipts/invoices – Note: not required if backup document(s) already uploaded in IEEE Banking and/or Concur (Internal Audit has access)	
b) Expense reports submitted for travel reimbursement Note: not required for IEEE Concur users (Internal Audit has access)	



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<p>c) Copies of signed contract (if not already provided to IEEE for review)</p> <p style="padding-left: 40px;">Note: contract is required for total payments \$5,000 USD or more</p>	
<p>d) Evidence of approvals for disbursement sample selected, if applicable</p>	
<p>5. AWARDS, GRANTS, PRIZES, OR SCHOLARSHIPS</p>	
<p>a) Approval documentation for all awards, grants, prizes, or scholarships payments in excess of \$2,000 USD</p>	
<p>6. CONFERENCES</p>	
<p>a) Did the Region or Section record any conference activities in the Region or Section's financial?</p> <p style="padding-left: 40px;">If yes, please provide the following:</p> <ul style="list-style-type: none"> - Conference name, number, financial sponsor(s) name, and % of financial sponsorship - Copies of sponsored and co-sponsored conference financial reports (if not already provided to IEEE). 	
<p>b) Did any conferences with no financial sponsorship from the Region or Section utilize the Region or Section's bank account?</p> <p style="padding-left: 40px;">___ Yes ___ No</p>	