

DATE: _____

TO: IEEE Internal Audit

FROM: WorkGroup Chair/Treasurer: _____

SUBJECT: STANDARDS WORKGROUP AUDIT MATERIAL SUMMARY CHECKLIST.

WORKGROUP NAME: _____

For the purposes of the above audit, the following materials are submitted for review. A check mark shows the material is included in the audit package.

_____ Conflict of Interest form completed by the Chair and Treasurer? Yes No

_____ Budget for all WorkGroup Meetings

_____ Minutes for all WorkGroup Meetings (if on web site, please indicate the website URL)

_____ Contracts and Service Agreements for:

- Management Services Social Events Hotel IEEE Procurement Dept.
- Meal/Other Service Pricing Schedules Credit Card Service Audio/Visual Other

_____ Meetings Registration Reports and Summary of registrants

- Advance Registration Reports On-Site Registrations Reports

_____ List of Corporate Sponsor (if any) and receipts to support donation.

_____ List of all Bank Accounts, if not included in NetSuite.

- All Bank Statements for all local accounts
- All Bank Reconciliations
- Other Deposits
- Concentration Banking account # _____

_____ Meeting Registration Credit Card Collection Reconciliation, including fees charged. Provide the report. Indicate whether you used:

- IEEE Service Other Bank

_____ Submit Check book for all invoices paid from bank accounts of the Working Group and Meeting Planner.

_____ Provide copies of all invoices over \$3,000 for audit.

Note: The auditor will send a list (sample) of payments less than \$3,000 that will be selected for review.

_____ List of Social Functions and number of attendees.

- Receptions Spouses Hospitality Tours Other (Specify) _____

_____ Petty Cash Fund transactions and support.

_____ Were IRS Form 1099 submitted to IEEE for payments that total \$600 or more for rents, services, prizes and awards, and other income payments to any individual or unincorporated business. Yes No