

DATE: _____

TO: IEEE Internal Audit
FROM: Chair/Treasurer: _____
SUBJECT: STANDARD WORKING GROUP AUDIT REQUEST LIST
NAME: _____

For the purposes of the above audit, the following materials are required for review. Please fill out this form and return it back with the audit package. 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 Meetings

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

_____ Contracts and Service Agreements for:

- Management Services Social Events Hotel
- Meal/Other Service Pricing Schedules Credit Card Service Audio/Visual
- Other valued \$5,000 or more Considered "high risk"

Note: not required if already submitted to IEEE NextGen Contract System

_____ Meetings Registration Reports and Summary of registrants

- Advance Registration Reports On-Site Registrations Reports

_____ List of Corporate Sponsor (if any) and receipts or signed agreements

_____ List of all Bank Accounts

- All monthly bank statements for all non-IEEE bank accounts
- Monthly bank reconciliations
- Other Deposits
- Bank account # _____

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

- IEEE Service Other Merchant (provide all monthly reports)

_____ 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) _____

_____ W-8, W-9 and tax reporting information for individuals and unincorporated businesses receiving payment(s) from the Standard Working Group for rents, commissions, services (including parts & materials), prizes and awards, and other income payments.

- Yes No