

CVS Community Support Group Audit Calendar

SUPPORT GROUPS: CVHS Athletic Boosters, CVHS Band Boosters, CVHS Choir Boosters, Dakota Boosters, Dakota Wrestling Club	
<i>Calendar Month</i>	<i>Due Date</i>
July - September	3 rd Week in November
October – December	3 rd Week in February
January – March	3 rd Week in May
April – June	Upon completion of year end close or by July 24 th
PTOs: Algonquin, Cherokee, Cheyenne, Clinton Valley, Erie, Fox, Huron, IAM, Miami, Mohawk, Ojibwa, Ottawa, Sequoyah, Shawnee	
<i>Calendar Month</i>	<i>Due Date</i>
July/August	2 nd Week in October
September	2 nd Week in November
October	2 nd Week in December
November	2 nd Week in January
December	2 nd Week in February
January	2 nd Week in March
February	2 nd Week in April
March	2 nd Week in May
April	2 nd Week in June
May	2 nd Week in July
June	Upon completion of year end close or by July 24 th

Include these documents in your audit packet each month:

1. Community Support Group Meeting Minutes, Agenda, Treasurers Report and Sign-in sheet from monthly meeting.
2. All supporting documentation for the month’s activity that shows on the bank statement: order forms, pre-registration forms, log sheets, check request forms with receipts, deposit sheets with receipts, class lists, flyers, ticket stubs, etc.
3. Raffle documentation: raffle application, raffle license, financial statement, ticket stubs, winner information (names, ticket numbers, amounts won, etc.), non-winner information if doing a Reverse Raffle (names, ticket numbers, etc.)

Please submit documentation for ALL transactions that are on the bank statement.