

IEEE GEOGRAPHIC UNIT AUDIT REQUEST LIST

Geographic Organizational Unit Name: _____

For Year Ending December 31, 2021

Geographic Organizational Unit Director/Chair: _____

Geographic Organizational Unit Treasurer: _____

___ Copies of Minutes for Geographic Organizational Unit Committee meetings

___ Copies of all monthly BANK statements for all non IEEE Checking, Savings and Investment Account(s) for the audit period

Note: not required if using IEEE Banking or TM5 (Internal Audit has access)

___ Checking, Savings and Investment Account “reconciliations”

___ For all other GeoUnit bank account(s), please provide the following:

- Name of the signers/cardholders/online banking access for the account(s)
- Check registers/spreadsheet of disbursements/payments and deposits/revenues for the year – used by Auditor to “select” sample of disbursements and deposits for testing

___ Supporting documentation for disbursements,

- Receipts/invoices for ALL transactions > \$2,000 USD. (Additionally, transactions < \$2,000 USD could be selected and requested of auditee)
- Expense reports submitted for travel reimbursement – **Note:** not required for IEEE Concur users (Internal Audit has access)
- Copies of signed contract valued \$5,000 USD or more (if not already provided to IEEE for review)
- Evidence of approvals

___ Supporting documentation for deposits

___ Copies of sponsored and co-sponsored conference financial reports

___ W-8 and W-9 for all individuals and unincorporated businesses receiving payments from the geographic unit for rents, services (including parts & materials), prizes, awards, and any other income payments. For additional tax reporting information and forms.

<https://www.ieee.org/about/volunteers/tax-administration/related-info.html>

___ Approval documentation for all awards, grants, prizes or scholarship payments in excess of \$2,000 USD