



Audit Committee Worksheet

1. Gather Needed Documents

- League rules
- Lineage receipts showing number of bowlers paid for weekly.
- League bank or league center account(s) statements
- President's monthly account verification/calculations.
- Receipts from treasurer.
- Team pay envelopes from treasurer.
- League Certification Application from secretary.
- Membership dues receipt(s) from local association.

2. Calculate League Fees to Date

- a. Total weekly fees per bowler: _____
- b. Number of Bowlers paid to date: x _____
- c. **Total League Fees** \$0.00

3. Calculate Total Income

Description	Amount
a. Beginning bank balance, if any:	_____
b. League Fees to Date: +	\$0.00
c. League Sponsor /Franchise Money: +	_____
d. Prepaid league fees from envelopes: +	_____
e. 50/50 or other fundraisers: +	_____
f. Misc. fees (ex. fines, salaries, etc.): +	_____
g. Membership dues collected: +	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. Total Income	\$0.00

4. Calculate Total Expenses

Description	Amount
a. Lineage Paid to date from receipts:	_____
b. Memberships Paid: +	_____
c. Arrearages: +	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. Total Expenses	\$0.00

5. Expected and Actual Balances

a. Total Income:	_____	\$0.00
b. Total Expenses:	-	\$0.00
c. Expected Balance per Records to Date:	_____	\$0.00
d. Actual Bank Account Balance	-	_____
e. Difference	_____	\$0.00

6. Other Items

- a. Is the league arrearage rule being enforced? Yes No
- b. Were all membership dues forwarded to the local within 30 days of receipt? Yes No
- c. Did all withdrawals have 2 officer signatures? Yes No
- d. Were all deposits made within 7 days? Yes No

7. List Arrearages

- a. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____
- b. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____
- c. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____
- d. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____
- e. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____
- f. Bowler's Name: _____
 Amount: _____
 Dates: _____
 Notes: _____

If a loss is discovered, contact USBC Headquarters at
 1-800-514-BOWL, ext. 8956 or e-mail bonding@bowl.com

For additional information, see the Bonding Chapter of the USBC Playing Rules and Commonly Asked Questions

