



financial life

200 N. Martingale Rd., Suite 405
Schaumburg, IL 60173
847-342-4500
info@1891FinancialLife.com
www.1891FinancialLife.com

AUDIT REPORT

PLEASE COMPLETE AND RETURN THIS FORM BY FEBRUARY 15, 2024.
INCLUDE 12 MONTHS OF BANK STATEMENTS.

Court / Impact Team Name and No: _____

Treasurer's Name: _____

Email: _____ Phone No: _____

For the calendar year ended 2023. **BALANCE FROM LAST AUDIT REPORT** \$ _____

RECEIPTS - Funds Received

- Annual Court / Impact Team Operating Expense Funding (COE).....\$ _____
- 2023 Activity Funding (by completing required activities and Officer Training)\$ _____
- Hearts & Hands Raised (funds raised by Court/Impact Team)\$ _____
- Court/Impact Team Grant for: _____\$ _____
- ReLiEF Fund (Seminarian Burse)\$ _____
- Social Members' Dues\$ _____
- (\$25 collected and sent to home office if receiving a magazine)
- Alzheimer's Support Raised\$ _____
- All other activities: _____\$ _____
- _____\$ _____
- _____\$ _____

TOTAL OF RECEIPTS \$ _____

ADD 'Balance From Last Year's Audit' + 'Total of Receipts' = RECEIPTS BALANCE \$ _____

DISBURSEMENTS - Expenses / Donations

- Hearts and Hands Disbursement (amount disbursed to recipient).....\$ _____
- Court/Impact Team Grant Expense: _____\$ _____
- ReLiEF Fund (Seminarian Burse)\$ _____
- Social Members' Dues (\$25 collected and sent to home office if receiving a magazine).....\$ _____
- Alzheimer's Support\$ _____
- Charitable Donations\$ _____
- Masses\$ _____
- All other: _____\$ _____
- _____\$ _____
- _____\$ _____
- _____\$ _____
- _____\$ _____

TOTAL DISBURSEMENTS / EXPENSES \$ _____

SUBTRACT 'Receipts Balance' – 'Total Disbursements / Expenses' = \$ _____

This amount should coincide with the checking account statement.

FUNDS NOT DISPERSED THROUGH YOUR COURT / IMPACT TEAM'S CHECKING ACCOUNT:

Example: You participate in a local fundraising walk; your team collects donations through the walk's website, funds do not go into the Court / Impact Team's checking account.

Event: _____	Amount raised \$ _____	Amount disbursed \$ _____
Event: _____	Amount raised \$ _____	Amount disbursed \$ _____
Event: _____	Amount raised \$ _____	Amount disbursed \$ _____

LIST ALL CHECKS ISSUED – BUT NOT CLEARED AS OF 12/31/2023:

Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____
Check # _____	Payee _____	Amount \$ _____

12 MONTHS OF BANK STATEMENTS MUST BE SUBMITTED WITH THIS FORM.

RESPONSIBILITIES OF THE PRESIDENT AND TREASURER

The president and treasurer will audit the books and accounts of the Court / Impact Team every 12 months.

1. All funds of the Court / Impact Team are to be deposited by the treasurer in an account in the Court / Impact Team's name in a bank approved by the Court / Impact Team.
2. Court / Impact Team funds are to be used for the purposes intended and shall not be allowed to accumulate beyond what is necessary to maintain the Court / Impact Team.
3. Court / Impact Team funds are to be used only for conducting the objectives of 1891 Financial Life and for the payment of Court / Impact Team expenses.
4. The Audit Report is to be completed once a year, for the period ending December 31st.
5. One copy must be received in the home office no later than February 15th of each year. Retain one copy for the Court / Impact Team's records.
6. All receipts and disbursements of the Court / Impact Team (adult and junior), and all funds of the Court / Impact Team are included in this report.

The signatures below certify that we have examined the books, vouchers, receipts, and bankbooks and find them to balance in every respect:

Name (please print)	Date	Signature (two signatures required)
President _____	_____	_____
Treasurer _____	_____	_____



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Court/Impact Team Grant for: _____\$ _____

ReLiEF Fund (Seminarian Burse)\$ _____

Social Members' Dues\$ _____

(\$25 collected and sent to home office if receiving a magazine)

Alzheimer's Support Raised\$ _____

All other activities: _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL OF RECEIPTS \$ _____

ADD 'Balance From Last Year's Audit' + 'Total of Receipts' = RECEIPTS BALANCE \$ _____

DISBURSEMENTS - Expenses / Donations

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Alzheimer's Support\$ _____

Charitable Donations\$ _____

Masses\$ _____

All other: _____ \$ _____

_____ \$ _____

_____ \$ _____

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