Procedures and Checklist
for Annual Review of Finances

1. Compliance Reporting
   ____ 990 for YE _________ filed on ___________

2. If employees
   ____ 941
   ____ 940
   ____ TWC
   ____ W2/W3

3. If sale of alcohol
   ____ TABC Reporting
   ____ Sales Tax Reporting

4. If live music or juke box
   ____ ASCAP

5. Authorized Expenditures
   ____ dual signature policy
   ____ sample transactions (See Schedule 1)

6. Examine “Cash” Accountability
   ____ who is bonded and for how much
   ____ are procedures for cash handling adequate?
1. Determine amount that is material:

_________ ($100, $200, $300, $500, $1,000)

2. Determine sample percentage:

_________ (10%, 20%, 30%)

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<th></th>
<th>10%</th>
<th>20%</th>
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<td>Auditor 1</td>
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<td>Total</td>
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3. Findings:

Was each expenditure authorized?