USBC

Audit Committee Worksheet

Start with the basics …

Get a copy of the:

- ☐ League rules.
- ☐ Lineage paid to date from the center showing number of bowlers paid for weekly.
- ☐ League bank or league center account(s) statements from president or treasurer.
- ☐ 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.

Breakdown of Weekly Fees per Bowler **(See League Rules)**

$_____ $_____ $_____ $_____
Lineage   **Prize Fund**   **Secretary fees**   **Other fees**

Total Weekly Fees per Bowler **(See League Rules)** $_____

Number of Bowlers Paid to Date   _____
(Add the number of bowlers from lineage receipts)

INCOME STATEMENT

Description

Beginning bank balance, if any	+_____	
League Fees to Date **(Number of Bowlers x Weekly Fees)**	+_____	_____
League Sponsor /Franchise Money	+_____	_____
Prepaid league fees from envelopes	+_____	_____
50/50 or other fundraisers	+_____	_____
_____	+_____	_____
*Misc. fees (ex. fines, salaries, etc.)	+_____	_____
_____	+_____	_____
_____	+_____	_____
Membership dues collected	+_____	_____

TOTAL INCOME
(Add League fees income)
and additional income

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EXPENSE STATEMENT

Description

Lineage Paid to date   +_____   _____
(Add receipt(s) from center)

Memberships Paid   +_____   _____
**(Add the total paid with certification
 application and any late members)**

Arrearages   +_____   _____
**(Add from pay envelopes
 and LIST IN FINAL REPORT)**

Detail Other League Expenses Paid Below

_____   +_____   _____

_____   +_____   _____

_____   +_____   _____

_____   +_____   _____

_____   +_____   _____

TOTAL EXPENSES   [   ]

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BALANCE SHEET as of _____

DATE

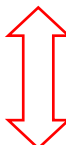1. Total Income from Income Statement **1** →

2. Total Expenses from Expense Statement **2** →

3. Total Per League Records to date Subtract Box 2 from Box 1 →

These boxes ⇕ should be equal.

4. Total account balance to date

Difference +/-

Other Items

Is the league arrearage rule being enforced? _____

Were all membership dues forwarded to the local within 30 days of receipt? _____

Did all withdrawals have 2 officer signatures? _____

Were all deposits made within 7 days? _____

List Arrearages

Team	Bowler	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*