

SPHS TIGER BOOSTER CLUB, INC.
Audit & Tax Report Documents

Prepare for annual audit and tax filing by assembling the following documents for appropriate fiscal year (July 1 through June 30).

Compile the following for Booster audit and tax preparation:

- Checking account monthly statements (Wells Fargo Bank).
- Savings Account monthly reports (Wells Fargo Bank).
- Reconciliation Reports for Checking and Savings Accounts for each month.
- Endowment Account monthly Reports (California Community Foundation).
- Copy of Register; aka General ledger detail. (In QuickBooks go to **File: Print Register**, set date parameter).
- Balance Sheet for Audit (Includes all Wells Fargo Accounts and CCF Account).
- Monthly Check Detail.
- Monthly Profit Loss Report.
- Fiscal Year Profit Loss Report.
- Booster Club Board Roster for the year being filed.
- Bingo Committee Roster for the year being filed.
- Audit Reports (previous year end and mid-year report if applicable)
- All 1099 and any other tax reporting information from any financial institutions.
- For Audit Only:
 - a. Monthly files of check requests and deposits
 - b. Profit Loss Report for each Team Account
 - c. Team Liabilities Report
 - d. List of Individuals who received \$600 or more (1099) and W9's filed

Compile the following for Bingo audit and tax preparation:

- Checking account monthly statements (Wells Fargo Bank).
- Reconciliation report for each month.
- Copy of Register. (General ledger detail).
- Fiscal year Profit & Loss Report (YTD Financial Report).
- Audit Report (previous year end and mid-year report if applicable)
- List of W-2G's reported for Jan 1- December 31 for previous
- Any other tax reporting information from any financial institutions
- For Audit Only:
 - Weekly Financial Sheets
 - Monthly files of check requests and deposits.
 - List of Winners over \$1,200 (W-2G) and Information sheets