

World of Wonders

Audit Schedule

Month	Audit	Due Dates
January	Tuition	<ul style="list-style-type: none"> 1st day after board meeting- ED sends list of accounts
	Tuition	<ul style="list-style-type: none"> 1/31-Financial committee sends list of accounts to audit
February	Tuition	<ul style="list-style-type: none"> 2/7-ED sends 12 months of account payment history
	Tuition	<ul style="list-style-type: none"> 2/28-Committee sends any questions to ED, asks for additional documentation, or sets up meeting prior to date to discuss audit
March	Tuition	<ul style="list-style-type: none"> 3/7-ED sends answers and any other documentation requested
	Tuition	<ul style="list-style-type: none"> 3/15-Any additional questions or concerns discussed
	Tuition	<ul style="list-style-type: none"> Board meeting-Committee presents (Audit form completed)
	Payroll	<ul style="list-style-type: none"> 1 week after board meeting-Send 6 months of payroll journals to committee
April	Payroll	<ul style="list-style-type: none"> 4/30-Committee sends any questions to ED, asks for additional documentation, or sets up meeting prior to date to discuss audit
May	Payroll	<ul style="list-style-type: none"> 5/7-Administration sends any response needed to committee.
	Budget	<ul style="list-style-type: none"> 5/15-ED or committee decides if budget needs to be revised. If it does the ED will begin preparing an adjusted budget
	Payroll	<ul style="list-style-type: none"> 5/31-Any additional questions or concerns discussed
June	Budget	<ul style="list-style-type: none"> 6/1-ED presents new budget to committee.
	Budget	<ul style="list-style-type: none"> 6/15-Budget approved by committee. Any changes need to be made prior to this date.
	Budget	<ul style="list-style-type: none"> Board meeting-New budget is approved
	Payroll	<ul style="list-style-type: none"> Payroll audit presented, Form completed
	Accounts Payable (AP)	<ul style="list-style-type: none"> First week after board meeting- Executive Director submits any accounts payable to Board
July	AP	<ul style="list-style-type: none"> 7/15- Committee asks any questions about accounts payable
August	Budget	<ul style="list-style-type: none"> Board meeting- Executive Director prepares draft budget to present at meeting. Shows goals as well as improvement areas to address in next year.
	AP	<ul style="list-style-type: none"> Accounts payable audit presented to the board. Form completed
September	Budget	<ul style="list-style-type: none"> 9/30-Committee meets with ED prior to this date to discuss budget Draft budget prepared and sent to committee after meeting.
October	Budget	<ul style="list-style-type: none"> Board meeting-Draft of budget is presented to Board. Final changes are suggested. New budget prepared and sent to committee
November	Budget	<ul style="list-style-type: none"> Budget is approved by Board.