

**COMPLETED AUDIT REPORT**  
GMP LOCAL UNION #\_\_\_\_  
PERIOD: \_\_\_\_\_

On \_\_\_\_\_, the undersigned Trustees completed an examination of the books and records of GMP Local Union #\_\_\_\_, and certify that to the best of their knowledge, the information in this report is true and correct.

**Primary Findings :**

1. Receipts were accurately recorded and deposited in the bank account(s).
2. Disbursements were accurately recorded and issued for legitimate purposes, with proper support documentation provided, along with approval in minutes of meeting.
3. Assets (cash and equipment) were properly accounted for.
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Financial Statement :**

Balance (last audit report)	\$ _____
Plus: total receipts	_____
Less: total Disbursements	_____
Balance (this audit period)	<u><u>\$ _____</u></u>

Members at end of period: \_\_\_\_\_

**Attachments :**

1. Fixed Assets Inventory
2. Ending Bank Statement Reconciliation with copy of bank statement

**Signatures :**

Date:

_____	_____
_____	_____
_____	_____