



1100 Beech Street  
Building 8, Suite 2  
Normal, IL 61761  
(309) 454-1341 :: Phone  
(309) 454-3512 :: Fax  
[irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org)  
[www.illinoisreadingcouncil.org](http://www.illinoisreadingcouncil.org)

## IRC Council Audit

Name of Council: \_\_\_\_\_

Fiscal Year Date: \_\_\_\_\_

Check Book Balance (End of previous FY): \_\_\_\_\_

Deposits (July 1st to June 30th):           +           \_\_\_\_\_

**SUBTOTAL:** \_\_\_\_\_

Expenditures (July 1st to June 30th):       -           \_\_\_\_\_

**NEW BALANCE:** \_\_\_\_\_

*(Carried forward to next fiscal year)*

All expenditures are documented and approved?    YES    NO

All deposits are documented?                        YES    NO

Are your gross receipts normally \$50,000 or less?    YES    NO

Does the council grant permission for the IRC Office to file your annual IRS e-Postcard?    YES    NO

Date Audited and found correct: \_\_\_\_\_

Legal name at bank is updated to Illinois Reading Council Inc?    YES    NO

Bank has mailing address, email, and phone for current officer/bank signer?    YES    NO

Names of the three (3) current bank signers who are current council officers. \_\_\_\_\_

***It is legally understood that by signing this document you attest that the above information is correct and grant permission for the IRC Office to file your council's IRS e-Postcard based on the information provided. For the legal IRS filing, the treasurer will be listed as the principal officer with the IRC Office mailing address.***

Auditing Committee Signatures:

Past President: \_\_\_\_\_

Board Member: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Submit Audit Report by August 1st** via email to [irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org) or by mail to: Illinois Reading Council, Attn: Treasurer, 1100 Beech Street, Building 8, Suite 2, Normal, IL 61761