

League Audit Form

_____ League bowling at _____ Lanes on
_____ @ _____.

Secretary of Record _____

Phone _____ Email _____

- _____ Secretaries of record were notified of annual meeting date and time.
- _____ League packet was processed with roster from last year's league.
- _____ League application and certifications were received within 30 days of the start of the league.
- _____ Receipt was returned to league secretary upon processing of certifications within 20 days of application.
- _____ Deposit of monies was made within 7 days of receipt.
- _____ Awards were processed within a 3 week time frame after receipt of award form.
- _____ All correspondence was copied or printed for manager's records.
- _____ Final averages were received within 30 days of completion of the league.
- _____ If final averages were not received within 20 days of league finish, form letter was sent to the league secretary stating that charges would be brought against the secretary on the 31st day after completion of the league.