

Relief of CGMA Representative or Assistant Representative Audit Form

This form is designed to assist with the audit of a site's CGMA account when a new Representative has been assigned or when there is a change in custody of the CGMA checks (CGMA Form 52) when a new Assistant Representative has been assigned. It will also assist an individual in successfully assuming the duties and responsibilities of a CGMA Representative or Assistant Representative. This form should be completed and signed by both the incoming and outgoing Representatives or Assistant Representatives, if both are available.

Answer “**Yes**” or “**No**” for each question, a comment is required for each “**No**” response.

1. Has the new CGMA Representative been appointed in writing by the Executive Director in accordance with Section 2-F of the CGMA Manual? Yes No .
(Only when a new Representative is relieved or assigned.)

2. Has the new Assistant Representative been appointed in writing by the Representative in accordance with Section 2-F of the CGMA Manual? Yes No .
(Only when a new Assistant Representative is relieved or assigned.)

3. Have all actions necessary upon assignment as a Representative or Assistant Representative been completed in accordance with Section 2-F of the CGMA Manual? Yes No .

4. Are all CGMA files and records maintained and disposed of in accordance with Section 6-A of the CGMA Manual? Yes No .

5. Are all CGMA checks accounted for in accordance with Section 6-C of the CGMA Manual? Yes No .
(Sealed packages do not have to be opened for this purpose.)

Comments:

Signature of **Incoming** CGMA Representative
or Assistant Representative

Date

Signature of **Outgoing** CGMA Representative
or Assistant Representative
(If departed enter “Not Available to Sign.”)

Date