

AUDIT COMMITTEE 2023

The president will appoint an audit chair at the beginning of their terms. An audit of the treasurer's work will be conducted 30 days after the close of the fiscal year (June 30). Records and reports will be reviewed by the audit chair and an additional committee member assigned by the chair, with the assistance of the treasurer.

Required monthly documentation from treasurer:

- Trial balance
- All non cash adjustments
- Income and expense report
- Supporting expense documentation
- Budget comparison to actual budget
- Monthly bank reconciliation
- Month treasurer's reports
- Tax deduction statements of donations sent to donors
- Cash summary for all fund raising activities with supporting detail

Audit committee checklist:

- Verify bank statements with treasurer's reports
- Verify expenses(detailed documentation) authorized by committee or executive officer
- Verify accuracy of fund raising activities
- Write up all over budget items for board review
- Write up any exceptions for board review
- Initial all reports have been verified on check list below

AUDITORS INITIALS

TRIAL BALANCE		
INCOME/EXPENSE		
EXPENSE SUPPORT		
BUDGET		
BANK RECONCILIATION		
MONTHLY TREASURER REPORT		
DONATIONS		
FUND RAISING		