

Auditing Committee Guidelines

The purpose of the Auditing Committee is to check the financial records of the Branch and to determine whether they are in order. The results of the audit are reported to the membership at the Annual Meeting.

The Secretary-Treasurer will provide duplicate copies of bank statements, canceled checks, balance sheet, etc. to the Auditing Committee Chair at least 10 days before the annual meeting. The Audit Committee will review the provided materials prior to the final business meeting at the annual meeting of the Branch. The Secretary-Treasurer will respond to inquiries from the audit committee for additional information or clarification on a timely basis.

The Auditing Committee may present its report as a simple written endorsement at the bottom of the Secretary-Treasurer's Financial Statement (i.e., "Audited and found correct." followed by the names and signatures of the Audit Committee members). However, the status of the financial records may require a more detailed report.

Common sense is the basis of the audit.

1. Does the Financial Statement account for all the Branch's funds?
2. Does income plus the previous balance equal disbursements plus new balance?
3. Do the amounts of disbursements (expenses) seem reasonable? Are they supported by receipts, bills, etc.?
4. Are all outstanding bills against or due to the Branch paid?
5. Has the IRS Form 990 been submitted for the previous year and are there any other required tax forms which need to be prepared? (ESA may submit rather than the Branch).
6. Is the bank holding the reserve fund paying a reasonable rate of interest compared to current rates?
7. Are the financial records well-arranged and organized?

Present report at annual business meeting.

The Audit Committee will submit a written report to Secretary-Treasurer and NCB President following the annual meeting. The report will be published in a timely manner as part of Branch business in the ESA Newsletter or Branch website. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.