

Manual of Instruction

Section Name: Chairs

Section Number: 2.02

Title: Auditing Committee

Description: To verify the accuracy of the financial records of the organization (State, Region and Local Chapter).

Duties of the State Chair: Refer to NYSW Financial Guidelines

Duties of Region Chair:

Committee: The committee shall be made up a minimum of three (3) members and the Finance Chair. If possible, the members shall be selected from three different Chapters.

Responsibilities:

- 1) Review the Region Treasurer's books
- 2) Check for agreement of records showing all monies deposited and disbursed with the statement furnished by the banking institution and the reports of the Region Treasurer.
- 3) Provide a written report at the Spring Region Meeting

Example of Report:

Audit Report for the Period ending _____ (insert date)
Audited and Found Correct.
insert names of Auditing Committee

Duties of Local Chapter Chair:

Committee: The committee shall be made up of the Finance Chair and two (2) other volunteer members.

Responsibilities:

- 1) Review the Local Chapter Treasurer's books
- 2) Check for agreement of records showing all monies deposited and disbursed with the statement furnished by the banking institution and the reports of the Local Chapter Treasurer.
- 3) Provide a written report at the conclusion of the fiscal year

Example of Report:

Audit Report for the Period ending _____ (insert date)
Audited and Found Correct.
_____ Insert names of Auditing Committee

Financial Implications: None

Included in Toolkit

n/a

Date of Board Approval: 4/6/2013

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
Article XII Section 6
Refer to Local Chapter Bylaws