

AUDITING

Duties and responsibilities:

1. Upon arrival at convention and no later than the first business day, contact committee members and Chapter Secretary–Treasurer to schedule time and place for required audit.
2. Review annual financial reports or statements that are presented by the Secretary–Treasurer.
3. Review receipts and disbursements (balance).
4. Review dues payments of cash paying members if paid directly to the Secretary–Treasurer.
5. Review checkbook of Secretary–Treasurer.
6. Insure that all receipts are recorded and credited to proper accounts.
7. Review accounting procedures and make any recommendations that would assure that chapter funds are handled properly and accounted for.
8. Prepare a written report of the committee findings.
9. Present the report to the membership when requested by the President.