

INSTRUCTIONS TO THE AUDITING COMMITTEE for the LOCAL CHAPTER

These instructions are to ensure the Auditing Committee is equipped to begin work, and returned to the PRESIDENT.

The Auditing Committee shall audit the Treasurer's Books in March.

International Chapter Dues (includes \$6.00 to Cottey College)	\$26.00 x	Number of active members as of March 1st	_____ =	\$ _____
State Chapter Dues	\$14.00 x	Number of active members as of March 1st	_____ =	\$ _____
Initiation and Reinstatement fees	\$15.00 x	Number of members initiated/ reinstated since previous year's March 1st	_____ =	\$ _____
Colorado Officer Spring Training Workshop Fee	1 x		\$15.00 =	\$15.00
(Other fees/assessments including International Chapter resource fee)	1 x		\$25.00 =	\$25.00
<u>Total amount</u>				\$ _____

- ✓ The above total equals the amount paid by the last check of the chapter year — dated last day of February.
- ✓ The number of active members as of March 1 (as shown above) matches the number on the Annual Report of Corresponding Secretary (ARCS).
- ✓ Carry forward all checking/savings account balances from February 28/29 to March 1 and place in appropriate columns.
- ✓ The amount in the savings account is carried forward separately, in accordance with instructions for the treasurer's book.
- ✓ The treasurer's monthly reports include the balance in the checking account, plus the balance in the savings account and "other assets" if any, such as investments. All balances combined comprise the total chapter assets.
- ✓ If any receipts were issued by the treasurer for the year, the amount and number of receipts agrees with the receipt entries in the treasurer's book.
- ✓ Check the totals in treasurer's book (chapter funds - checking and savings) and check book transaction register against actual balance shown in reconciled bank statement.
- ✓ Checks and recorded entries on disbursement side of the treasurer's book agree with each other in number, amount, and purpose for which drawn.
- ✓ A notation is written on last February page: "Audited and found correct" (or incorrect), followed by signatures of chairman and committee person(s) and date.
- ✓ A report by the Auditing Committee is given to the chapter at the first regular business meeting in March or April under Committee Reports.
- ✓ Auditing Committee's report is accepted by a vote of the chapter.