

INSTRUCTIONS TO THE AUDIT COMMITTEE

The president shall give this sheet to the Audit Committee when the committee is instructed to begin its work.

The Audit Committee shall audit the treasurer's books in March. The treasurer shall not be a member of the Audit Committee (i.e., she cannot audit her own work).

State/Provincial/District Chapter Dues	\$ _____			
International Chapter Dues (includes \$6.00 to Cottey College).....	+ <u>36.00</u>	= _____	x	Number of active members as of March 1 = \$ _____
P.E.O. Initiation & Reinstatement Fees.....	\$ 15.00	x		Number of members initiated and reinstated = _____
(Other fees/assessments including International Chapter resource fee)				= _____
TOTAL				= \$ _____

Check to see that:

- ✓ The treasurer has submitted the annual report and the number of members was verified by the corresponding secretary and president.
- ✓ The above total equals the amount paid by the last check of the chapter year — dated last day of February.
- ✓ 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, as per instructions from 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 account[s]) and checkbook transaction register against actual balance shown in reconciled bank statement(s).
- ✓ 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 chair and committee person(s) and date.
- ✓ A report by the Audit Committee is given to the chapter at the first regular meeting in March or April under Committee Reports.
- ✓ Audit Committee’s report is accepted by a vote of the chapter.