



# **AUDIT COMMITTEE**

## **ABA Job Description**

### **BASIC FUNCTION**

Audit the Treasurer's books and any other treasury records.

### **AUDITOR QUALIFICATIONS**

1. Be willing to become familiar with accounting procedures used by the Treasurer.
2. Be willing to become familiar with ABA auditing procedures.
3. Have interest and time to do a thorough audit of the Treasurer's books at convention
4. Must be able to attend convention to audit the Treasurer's books with the committee.

### **CURRENT PROCEDURES**

1. The President appoints the Audit Committee Chair. The chair, with the President's approval appoints at least 2 other members.
2. At convention, receive from the Treasurer the following for all accounts:
  - a. bank and securities statements
  - b. digital canceled checks
  - c. deposit slips
  - d. paid invoices and statements
  - e. list of transactions by account and date
  - f. copies of the Income & Expense Statement by Activity and the Statement of Assets, Liabilities & Fund Balances.
3. Meet at convention with committee to perform the audit. If known, invite any newly appointed Audit Committee members to the meeting.
4. Verify the account balances; using the the lists, spot check transactions against the official invoices/statements and account statements.
5. Prepare audit report and present the Audit Statement to the membership at the annual ABA Convention Business Meeting.



## **All ABA Position Instructions**

(officers, appointments, coordinators and committee chairs):

### **All ABA positions** (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

### **Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.