

SEAALAS Standard Operating Procedure		Revision 00 Date: April 20, 2011
Document Title	Audit Committee	Page 1 of 1

- I. The Audit Committee will be comprised of the SEAALAS organizations Past President and the President Elect.
- II. The Audit Committee is a one-year term served concurrent with positions of the members as listed above.
- III. The purpose of the Audit Committee is to perform an annual audit of the SEAALAS organization's financial books for the previous year of the organization.
- IV. The audit should be performed within the first quarter after assuming the executive committee positions.
- V. As part of the audit, the committee shall:
 - a. Review and match all checks and deposits against receipts and the received check spreadsheet. They shall investigate any missing receipts that appear to be improper. In particular, checks to private individuals should be well documented because of the potential for the appearance of impropriety. Any missing receipts that might have the appearance of impropriety should be brought to the attention of the Treasurer and Executive Director for clarification. If further clarification is not possible, the recipient of the check should be contacted for clarification. If this is not helpful, the executive committee should be involved.
 - b. Review and verify applicable bank statements and ending monthly balances for all accounts. This ensures that the Treasurer has not kept a duplicate set of books, which would lead the executive committee to believe that SEAALAS has more money than it really does. This is done by reviewing the monthly bank statements.
 - c. Review that all accounts have been balanced against the bank statements. The Treasurer will have supplied the audit committee with a month by month balanced spreadsheet to compare to the bank statements. This report should be checked against the bank statements, which should also be on file.
- VI. A memorandum or notation will be generated by the audit committee at the completion of the Audit indicating results from audit and noting any clarifications or explanations that need to be documented for the report. The audit report shall be signed by both of the auditors and kept with the books evaluated.