

## **Audit**

**Committee Responsibilities:** This FACAA committee is responsible for receiving the FACAA financial records annually and reviewing them for accuracy. A report will be given at the FACAA Annual Membership Meeting to include any discrepancies and other suggestions related to the financial records of FACAA. A separate time for audit committee to meet can be set or an audit can be conducted at the FAEP Annual Meeting prior to the FACAA Annual Membership Meeting.

### **Monthly Duties:**

*September:* Report to FACAA Annual Membership Meeting results of audit conducted by committee.

*October – November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:*

*February:*

*March:*

*April:*

*May:*

*June:*

*July:*

*August:* Determine plans for Audit Committee to review financial records of FACAA. The financial activity to be reviewed is Aug 1 to July 31, so the audit should be conducted in August, if possible, so the audit report may be included in the FACAA Annual Report. Submit committee report to Chair of FACAA Annual Report.

### **Important Deadlines:**

- Audit must be conducted prior to FACAA Annual Membership Meeting.
- July-August – Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:** N/A