

# WWN Policies and Procedures Manual

## Section 8

### Auditor

September 17, 2024 Rev 2

#### Duties, Policies and Procedures Pertaining To: Auditor

##### A. Duties

1. The Auditor shall be appointed by the President.
2. The Auditor shall examine the records of the Treasurer and certify their correctness to the Board of Directors using the Quarterly Audit Review Form.
3. The Auditor shall examine the petty cash each fiscal year.
4. To give a report to the General Membership at the end of each fiscal year.
5. Verify in a timely manner that all required tax forms have been filed.
6. Maintain up to date Duties and Procedures Manual and (any other) documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and (any other) documents pertaining to your position to your incoming replacement.

##### B. Procedures

1. Conduct a quarterly audit:
  - 1) June, July, August
  - 2) September, October, November
  - 3) December, January, February
  - 4) March, April, May
2. Areas to check
  - 1) Transaction reports: check that all disbursements have been authorized by signature and that a receipt is attached to each report. Verify that each expenditure has been approved by the existing President. All deposit reports must include a copy of the checks and cash listed separately and a signature to verify receipt of the funds. Check that each transaction report is included in the transaction register from the accounting program.
  - 2) Verify that the bank reconciliation report from the accounting program agrees with the bank statement.
  - 3) Verify that the Treasurer's report agrees with the profit and loss statement printed from the accounting program. Since the Treasurer's report is typed, review the report to verify accuracy.
  - 4) Verify that checks that have cleared the bank have a single signature for all expenses. The authorized signers shall be the (President, Vice-President, Secretary and Treasurer).
  - 5) Review multi receipts for an expenditure to verify that they total the amount that has been requested.

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**Quarterly Audit Guidance Review Form**

1st Quarter: June, July, August  
2nd Quarter: September, October, November  
3rd Quarter: December, January, February  
4th Quarter: March, April, May

Monthly checklist:

Checks:

1. Have one current authorized signature.
2. Approved by Board for payment.
3. Match approved amount.

Transaction Reports:

1. Are all receipts attached, and total amount requested
2. Signed by person requesting funds
3. Signed by officer issuing check
4. Do checks and cash totals match total amount for deposit
5. Signed by person who collected the funds
6. Signed by Treasurer as receipt of funds

Scan general ledger to verify it matches the bank statement, if not is there an explanation as to why not. (Usually outstanding checks)  
Verify that outstanding checks from prior quarterly statements have cleared.  
Review the general ledger report to verify all transactions are listed and in correct general ledger categories.  
Check any new ads to verify income and expiration date is noted on ad.  
Check upcoming ads that are set to expire are pulled or renewed with date paid.  
Any exceptions found must be noted along with how Treasurer remedied exception and report how in the next quarterly review.  
Evidence that reviews of each month within that quarterly review was completed.  
Email the quarterly Audit Report to the President, Vice President, Secretary and Treasurer.  
Original is filed in Auditor binder.  
Report is read to the Board at the month after the audit report is completed.  
Give the annual report to the general membership at the end of each fiscal year

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Annually, piece count petty cash held by Greeter-Hosts, Ways and Means and Membership. Maintain evidence in Auditors binder.

Petty Cash Audits

Position title: \_\_\_\_\_

\_\_\_\_\_ x 20's = \_\_\_\_\_

\_\_\_\_\_ x 10's = \_\_\_\_\_

\_\_\_\_\_ x 5's = \_\_\_\_\_

\_\_\_\_\_ x 1's = \_\_\_\_\_

Total \_\_\_\_\_

Counted by \_\_\_\_\_

In the presents of \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.