FINANCIAL RECONCILIATION COMMITTEE

The Financial Reconciliation Committee (Audit) shall consist of three (3) people selected by the President from the general membership to reconcile the books, after the February general meeting – or whenever an interim reconciliation may be required as deemed necessary by the Board of Directors. Complies with the general guidelines for committee chairs.

Procedures

The Financial Reconciliation Committee receives all financial records within seven days following the annual meeting, including the Treasurers annual financial report. Shall conduct their inspection in a crosscheck manner and may question any item(s) that are not clear. All variances must be reported in detail. The committee must certify their findings and/or recommendations in writing. The certification should be mailed or presented to the members of the Executive Committee. The Financial Reconciliation Committee concludes their reconciliation as soon as possible by March.

Note: The Financial Reconciliation Committee is a sub-committee of the Parliamentarian.