

Parkwood Garden Club
Annual Audit Proposal

At the first meeting of the board of directors following the annual May membership meeting, the President with the confirmation of the majority of the other board members present, will appoint someone from the PGC membership to perform a general audit of the records and accounts maintained by the Treasurer.

The “auditor” will be a current regular member who is not currently on the board nor on the immediate past board or any of the standing committees. The auditor should have some auditing, accounting or financial background, or should have experience maintaining or auditing accounts for other organizations. The same member may serve as auditor for successive years provided they are otherwise eligible to be the auditor.

The audit will be performed annually.

The Treasurer will make all current and prior Treasurer’s Reports, bank statements, check registers, etc. for all funds credited to the PGC held by any organization available to the auditor along with any budget reports for the current year.

The auditor will review the records maintained by the Treasurer and confirm that they are accurate and in good order. The extent of the review will be left to the auditor to determine.

The auditor will confirm with the banks and other organizations that the balances reflected in the records maintained by the Treasurer accurately reflect the amounts available to the PGC.

The auditor will prepare a brief written statement either confirming that the records are accurate and in good order, or detailing any discrepancies or concerns.

The auditor’s report will be due before October 1.