

## **Indiana Cancer Registrars Association Policy and Procedure**

<b>Committee:</b>	<b>AUDIT COMMITTEE</b>
<b>Date of Initial Approval:</b>	Unknown
<b>Last Revision by:</b>	Joann Schultz, RHIT, CTR
<b>Revision Dates:</b>	1/2000, 12/2002, 9/2004, 11/2005, 11/2011
<b>Last Review Date:</b>	11/2011
<b>Elected/Appointed by:</b>	Elected/President-Elect
<b>Term of Office:</b>	One (1) year term beginning at the conclusion of the Annual Fall Conference.
<b>Required Reports:</b>	Audit Committee report to the Board of Directors to be included and Annual Report to the membership.

### **POLICIES:**

The Audit Committee Chairperson should:

- 1.0 Attend all meetings of the Board of Directors.
- 2.0 Perform the annual Audit of the Treasury.
- 3.0 Report to the President, Executive Committee, Board of Directors and membership the results of the Treasury Audit.

### **PROCEDURES:**

- 1.0 Perform the annual Audit of the Treasury.
  - 1.1 Audit period to include: January 1 through December 31 **of the previous year.**
  - 1.2 Complete the audit within 1-2 months after the first Board of Directors meeting of the year.
  - 1.3 Obtain records from the Treasurer for the period to be audited and review.

- 1.3.1 Check book register
  - 1.3.2 ICRA official log record
  - 1.3.3 ICRA bank statements
- 1.4 Using a calculator, double check all entries made in the check book register. If results of the audit are not satisfactory, discuss with the Treasurer.
- 1.5 When the audit is approved by the Board of Directors, with permission any copies of the Treasury financial records made specifically for the audit committee's review will be destroyed.
- 2.0 Report to the President, Executive Committee, Board of Directors and membership the results of the Treasury Audit.
  - 2.1 Submit a written Audit Committee Report with year-end findings to the President and the Board of Directors prior to the Annual Business meeting.
  - 2.2 The written report should include:
    - 2.2.1 Beginning Balance on: 01/01/YYYY
    - 2.2.2 Total Expenses: \$
    - 2.2.3 Total Income: \$
    - 2.2.4 Interest Income: \$
    - 2.2.5 Ending Balance on: 12/31/YYYY
- 3.0 Submit to the President the written report to be included in the Annual Report to the membership during the Annual Fall Business meeting.
- 4.0 Policy & procedures
  - 4.1.1 Before the last board meeting, review the policy and procedures, revise as necessary and request approval from the board for the revisions.
- 5.0 Tax Exempt Status
  - 5.1 Use ICRA tax ID number to avoid sales tax on purchases for ICRA.