

OMGA AUDIT COMMITTEE JOB DESCRIPTIONS

POSITION

Audit Committee

Consists of: Past President, President-elect, and an individual appointed by the President of OMGA

JOB DESCRIPTION

This committee reviews the Financial Records, provided by the OMGA Treasurer for accuracy and completeness

IMPLEMENTATION

The audit chair will arrange the meeting place and time for the audit to take place, inform the committee and Treasurer two weeks in advance of the meeting which is usually held in conjunction with OMGA quarterly meetings.

The committee compares entries in the financial records with the supporting documentation, compares the expenses versus the budgets and then provides a report the OMGA president and the Board of Directors on the results of the audit

The audit committee will review the Tax reports that are due at various times of a year

The audit chair will see that the President, Secretary, Treasurer, and audit chair has a copy of the Auditors signed report/auditors certification.

The Chairperson of the audit committee maintains the audit records in the Audit Committee Notebook, which is passed from chairperson to chairperson each year.

OTHER POSSIBLE DUTIES

These are incidental jobs that you would not list as a regular part of your job description because they only happen once in a while or on special occasions.