

**ASCE  
Region 9  
Audit Committee**

**FINAL**

**A. Introduction**

The Audit Committee reviews the financial aspects of Region 9 income and expenditures to ensure that the Region is utilizing its funds to meet the Region Goals, the required aspects of Federal and State tax requirements, and to assure that the expenditures are properly documented by our Treasurer.

**1. Purpose**

Perform independent reviews of the accounting of our Region 9 finances.

**2. Goals**

Perform full reviews of our financial accounts and compare to the approved annual budgets and supporting financial credit and debit statements to assure accuracy in our financial documents. Reviews shall, in general, follow the guidelines of the Section Financial Manual as developed in 2012. Notify the Treasurer and Region Board of Governors of any discrepancies in our accounting practices which do not meet the tax or fiduciary requirements of the Region Bylaws.

**B. Membership**

**1. Committee Makeup**

The committee is made up one Chair and at least one other member.

**2. Leadership and Organization**

See above.

**3. Committee Appointments**

Committee members will be recruited by the Chair and recommended to the Board of Governors for approval. Bios of the recruited members shall be provided for the Board.

**C. Subcommittees**

No subcommittees are planned but if necessary, may be created by the committee.

**D. Procedures**

1. The Committee shall function in accordance with the Region 9 Bylaws, and the current edition of Roberts Rules of Order - Newly Revised.

2. The Committee shall follow the ASCE Section Financial Manual guidelines for independent reviews in our audits.

3. Audits shall occur at least one every fiscal year

**E. Budget**

A minimal budget of \$300 will be requested annually for this committee's operation. Should an outside audit ever be desired, an increased budget will be requested for the next fiscal year. Expenses incurred would be primarily from administration costs, and from possible travel of committee members.

**F. Calendar**

The yearly audit shall occur once within each fiscal year, preferably within 2 months of the end of the fiscal year end of September 30.