

FAN JOB DESCRIPTION

Auditor

Verifies that FAN funds are collected and spent as approved by the membership.

- Spot checks the monthly bank reconciliation for validity to the deposits to the bank by the Treasurer and that all deposits are timely. Usually within the month the check is written
 - Validates that all monies collected for dues are recognized per member by the Membership VP and that a deposit transmittal is initiated and submitted to the Treasurer for deposit. (Must have 2 signoffs per transaction)
 - Validates that all cash and monies collected for events are recognized per member by the event planner and that a deposit transmittal is initiated and submitted to the Treasurer for deposit. (Must have 2 signoffs per transaction)
 - Validates that all cash and monies collected for directory ads are recognized per company name by Directory Chairperson (or her designee) and that a deposit transmittal is initiated and submitted to the Treasurer for deposit. (Must have 2 signoffs per transaction)
- Validates that all purchases with club monies have a receipt and agree with the monies reimbursed to the club member initially paying for the item(s)
- Participates in monthly board meetings to keep apprised of any financial issues
- Serves as a member of the Budget and Finance Committee
- Selects an Audit Committee of three non-board members to help audit the year-end records of the Treasurer
- Submits an annual audit report to the President and Club Board that shows proof of assessment that all policies and procedures and financial transactions are consistent and noting any errors or inconsistencies