**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**AUDIT COMMITTEE**

The Audit Committee shall review the State Treasurer’s books. The Committee shall consist of no less than three (3) members with the retiring Treasurer’s Lamplighter Advisor serving as Chairman, the incoming Treasurer, and the incoming Treasurer’s Lamplighter Advisor. The Committee members will meet with the outgoing Treasurer within forty-five (45) days after the close of the Colorado State Council (CSC) Convention, after the completion of the final Treasurer’s report.

The committee will use the CSC Constitution, By-Laws and Standing Rules as a guide for the income and expenses recorded in the books. Outstanding expenses that are not covered in the CSC Constitution, By-Laws and Standing Rules must be approved by the Executive Board.

A completed report (form attached) of the committee shall be sent to the Recording Secretary to be filed with the CSC Convention minutes and a copy placed in the Treasurer’s files.

After the completion of the audit, the retiring Treasurer will complete the Tax Facts before transferring the books to the new Treasurer by August 1.

**COLORADO STATE COUNCIL**

**AUDIT COMMITTEE REPORT FORM**

The Audit Committee composed of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name, chapter & chapter number

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Print name, chapter & chapter number

met with CSC Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to review the Treasurer’s Books of the CSC.

The Audit Committee found all accounts to be in order: YES\_\_\_\_\_\_ NO\_\_\_\_\_\_

If No explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signatures of Audit Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send a copy to the Recording Secretary and place a copy in the Treasurer’s files.