

**Association of Government Accountants
New York Capital Chapter
Audit Committee Policy
Adopted by CEC on April 11, 2006**

Whereas the New York Capital Chapter of the Association of Government Accountant's Executive Committee (CEC) recognizes that:

- The Chapter has its financial statements audited yearly.
- The Chapter receives points in the National Chapter Recognition Program (CRP) for submitting the audit to National within 90 days of June 30, Chapter year-end.
- The CEC has the authority to prescribe such procedures it deems appropriate to assure adequate Chapter budgetary and financial controls.

Whereas, the CEC and the Chapter promote the observance of professional standards and ethics in the accomplishment of government financial management activities, the CEC hereby approves the following Audit Committee Policy:

Audit Committee Policy

- The Audit Committee shall consist of three members. Each member will serve a 1-year term, with at least one member serving two consecutive terms. The Chair of the Audit Committee should be a Director on the CEC, but not a CEC Officer or member of the Budget and Finance Committee, for the entire term. The other members shall be from the General Membership.
- The Audit Committee shall solicit for an audit of the Chapter's financial records beginning March 1 through April 30. Solicitation will be through the Chapter communications or other appropriate means.
- The Audit Committee shall recommend and the CEC shall ratify the auditor during its May meeting.
- The Audit Committee Chair will confirm the scope of the audit, including compensation, with the selected auditor in writing. The audit shall be conducted in accordance with generally accepted auditing standards (GAAS)
- The Audit Committee will be the liaison between the external auditor(s), the Treasurer and the CEC.
- The Audit Committee shall ensure the audit report is completed by September 1 and provided to National by September 30 to receive CRP points.
- The Audit Committee shall address any management letter issues and will prepare a report to the CEC on such issues for the November CEC meeting.
- The Audit Committee shall ensure the audit report is provided to the VP of Communications for inclusion in the first communication after the November CEC meeting.
- The Audit Committee shall meet as appropriate to select the auditor, address auditor concerns, and prepare reports for the CEC.
- The Audit Committee shall provide oversight of chapter operations as appropriate, including ensuring the financial statements are prepared in accordance with generally accepted accounting principles (GAAP).
- The Audit Committee shall provide overall monitoring of the chapter's financial and compliance reporting process and internal control systems.