

FINANCIAL OVERSIGHT COMMITTEE GUIDELINES

PURPOSE:

That Committee shall audit these records to ensure that they are in balance, and that accepted accounting procedures are being followed.

COMMITTEE:

The Committee shall be constituted by the Board of Directors and shall consist of three members, including the Chairperson, who shall be designated by the Board. These appointments shall be made at the first board meeting after the annual meeting, and it shall be the responsibility of the Recording Secretary to contact each of the appointed and receive their official acceptances of the appointment. A copy of these Guidelines shall be provided to each committee person.

PROCEDURE:

The BHCA Treasurer shall deliver his/her records to the committee for its meetings at the BHCA Fall National. These records shall include an accounting of all funds held by an office holder, committee person, or other club members who have had in their possession funds accountable for by the club.

Prior to the Annual Meeting, this Committee will submit to the Recording Secretary a written, signed report of its findings, along with any recommendations which it may have concerning procedures, etc. As a matter of practicality, the Committee should also discuss its findings and recommendations with the Treasurer.

If an additional audit(s) is called for during the course of the Club's year, such audit(s) may be assigned to this or another committee appointed by the Board of Directors.

Approved, March 19, 1983

Revised, March 1996

Reformatted April 15, 2005

Revised April 12, 2008

Revised and approved, August 25, 2013