**Helena Lions Swim Team**

**#601**

**AUDIT COMMITTEE POLICY**

**Purpose:** The Corporation shall appoint an Audit Committee, which may be comprised of no fewer than three and no more than five Members and non-members. Directors shall not make up the majority of the committee. Audit Committee members shall a term not to exceed four years. They will learn and understand the Corporation’s systems of internal controls, to conduct at least one internal audit, but not to exceed a term of four years.

**Audit Committee Procedure and Guidelines**

The Audit Committee shall:

1. Consider whether to engage an independent CPA to conduct an audit, request and evaluate engagement proposals, and make recommendations to the Board. The Board shall have the final vote to engage an independent accounting firm for audit.
2. In conjunction with the Treasure, design and maintain a system of internal controls intended to safeguard the corporation’s assets.
3. Review the system of internal controls at least annually, considering recommendations by the Treasure, and prescribed improvements if considered necessary, based on the evolving needs of the corporation.
4. In lieu of an independent audit, conduct an internal review of the corporation’s financial records at least bi-annually, or upon expiration of the Treasure’s term in office, or upon vote of the majority of the Board of Directors, in order to determine the reliability of financial reporting, to deter or investigate fraud, to safeguard the corporation’s assets, and ensure compliance with laws, regulations, and organizational policies, or other board-approved purposes, to the best of the Audit Committee’s abilities.

The internal review shall be scheduled for completion within a period satisfactory to the Board and shall comprise an examination of the corporation’s financial records to verify asset and liability balanced, including but not limited to bank account statements and related reconciliations; sampling of deposits, disbursements and bank transfers to reach satisfaction that financial records and banks statements are reasonably in agreement as to the timing and amount of such transactions; examine images of cancelled checks and supporting documentation to verify payees and the nature of payments made to them; review of insurance policies; review of payroll and annual tax returns to verify their timely filing and reporting; and an interview of Board’s Executive Committee in office during the period under examination to disclose and document their understanding of the organization’s finances, unusual transactions, or any concerns about fraud or financial abuse. The Audit Committee may design its own internal audit questionnaire and program to meet these objectives. The Audit Committee shall report its findings orally and in writing to the Board within 30 days of completing its review.

Policy History:

Adopted on:

Revised on: 09/2013

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