

**SPHS TIGER BOOSTER CLUB, INC**  
**Audit Procedure**

An internal audit shall be performed by an impartial person not related by blood or marriage or residing in the same household of the president, financial officers, check signers or any chairman handling funds. The auditor will be appointed by the Booster Board.

The purpose of the audit is to:

1. Determine the accuracy of the books and records of the Booster Club and Bingo.
2. Detect errors and recommend any corrections.
3. Assure that Booster financial procedures are followed (double signatures on checks, authorized signatures, original receipts, etc).
4. Assure that the associations' resources and funds are being managed in a businesslike manner, adhering to basic accounting practices and regulations established for their use.
5. Provide audit report for Bingo and Boosters to the Booster Committee by September for the previous fiscal year. After Board approval, give to CPA right after meeting.
6. Provide audit oversight to all other recipient groups of Booster money.

Booster and Bingo books will be audited at least once a year within 2 months of closing the fiscal year books. Fiscal year is July 1 of one year to June 30 of the following year. The audit will be completed by September 15 so the results can be reported to the Board at the September meeting. The results will be given to the Clubs' CPA no later than September 30 so it can be included in the fiscal tax filing in November.

The auditor may choose to audit mid-term and end-of-term, as long as there is a complete fiscal year audit done by September 15. An audit should also be performed at any time a financial officer resigns, ends a term or leaves office and before the new financial officer assumes the duties, if the time frame does not coincide with the fiscal year audit. The Board may request an audit whenever it deems necessary.

All other groups can be audited any time within the following fiscal year.

Audit results will be presented to the Board in September and any time an additional audit or partial audit is completed. The Board must approve and accept the audit before it is sent to the CPA.

Treasurer will answer audit items and report to Board within 2 months after audit has been approved.

Revised April 21, 2015