



Audit Committee

Composition:

- Seeking 3 people to serve on the audit committee
- The committee will choose its own Chairperson
- Staff members may **not** serve on the committee

Role

- Review all accounting records and spending procedures for the school year, including:
 - Monthly financial reports
 - Interim financial report
 - Checkbook
 - Bank Statements
 - Bank Receipts
 - Budget
 - Fundraising Activity Reports
- Findings of the audit committee must be reported at the next general membership meeting and recorded in the minutes
- A copy of the audit committee's report must also be submitted to the principal

Please complete and return the below form by Friday, March 24, 2017.

I would like to serve on the Audit Committee

Name: _____

Child's Name/Class: _____

Email address: _____