

The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix P

Standing Operating Procedures (SOP)

April 16, 2020

Audit Committee

1. **PURPOSE:** To establish and govern the position of the Audit Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Audit Committee, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Audit Committee can use this SOP to know and understand the duties of the Audit Committee, and should be used when performing audits.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **REFERENCES:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:** The Audit Committee has a base membership of three members. The Audit Committee of three members is appointed at the annual December meeting by the outgoing President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors, to serve a one year term. The first named member is the chairman.
6. **PROCEDURES:**
 - a. RESPONSIBILITIES OF THE AUDIT COMMITTEE:
 - i. To oversee the position of Audit Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
 - ii. Members of the Audit Committee shall not be anyone handling funds for the federation, including, but not limited to:
 1. The immediate past state festival chairman, cochairman and treasurer.
 2. Chairman, cochairman and treasurer of upcoming state festivals.
 3. Federation Treasurer.
 4. The staff of the Show-Me DOIN's.
 5. The members of the Publication Committee.
 6. Insurance Coordinator
 7. Bluebird Coordinator
 8. Travel Missouri Coordinator
 - iii. The Audit Committee shall audit and report on the books of the following at the earliest meeting after books are presented to the committee. Books submitted for audit should be received by the audit committee no later than the February meeting each year and returned to the submitting committees at the April meeting.
 1. *State Treasurer - State Treasurer's books must be audited and returned to the treasurer by the April board meeting so the treasurer has time to file the annual income tax statements before May 15th.
 2. State Festival
 3. DOIN'S Circulation

4. DOIN'S Advertising
 5. Insurance Coordinator
 6. Bluebird Coordinator
 7. Travel Missouri Coordinator
 8. Any other committees or individuals handling federation funds.
- iv. The President shall be an ex officio member of the committee.
 - v. To ensure that all income and expenses for each of the positions/committees of the Missouri Federation of Square 'N Round Dance Clubs that receives or dispenses funds are recorded (deposited) properly, and that all expenses were paid properly.
 - vi. Shall ensure that all securities/Certificates of Deposit held by the federation are accounted for.
 - vii. Shall check to ensure that all funds are kept in an approved financial institution.
 - viii. Shall check to ensure that bank statements are reconciled monthly.
 - ix. Shall check to ensure that all ledger entries are complete and up-to-date.
 - x. All voided checks are noted in the ledger.
 - xi. That the beginning year's balance of each ledger, plus all income, minus all expenditures, equals the total current balance for the year.
 - xii. That any errors in addition or subtraction have been corrected in the records.
 - xiii. The Audit Committee shall provide with each audited record upon returning them to the appropriate position/committee/coordinator a letter of:
 1. If there are no errors in the audited records, the Audit Committee report for each of those committees audited shall consist only of an endorsement on the financial report – to the effect that it has been found correct, if there are no errors, corrections or suggested actions and signed by the Audit Committee chairman.
 2. If there are errors or other discrepancies, The Audit Committee report for each of those committees audited shall consist:
 - a. Of the findings of the committee listing all errors and discrepancies.
 - b. A recommendation as to how each error or discrepancy should/may be corrected so the records stand corrected.
 - c. A recommendation to the committee changes to their procedures so that errors or discrepancies do not happen in the future.
 - xiv. Shall perform all other duties related to the position of Audit Committee assigned or required.