

AUDITING COMMITTEE

Revised June 2015

PURPOSE Audit NCSSSA records including the Treasurer's Annual Financial Report and recommend prudent fiscal suggestions regarding NCSSSA expenditures.

RESPONSIBILITIES

1. Prior to the Annual Conference, establish a meeting time and place for auditing the NCSSSA records. The Audit Committee and the Treasurer shall perform the audit on the first day of the Annual Conference.
2. Audit all transactions extending from the date of the previous audit through the current date.
3. Verify all items on Treasurer's Annual Financial Report. These items include transfers of funds, bank balances, receipts, disbursements, and all supporting documentation. The report and records shall be examined for mathematical accuracy and consistency with budgeted allocations.
4. The Chair or designee shall approve by signature and date the financial ledger next to the current date's entry.
5. Prepare a report of findings. (EXAMPLE 6) The report shall be presented by the Chair or designee at the final business session during the Annual Conference. The report will include all findings, recommendations, and comments that maintain and promote prudent NCSSSA fiscal management.
6. Provide two copies of the Audit Committee Report to the Secretary according to the prescribed requirements.
7. The outgoing Chair shall prepare and submit any proposed procedural changes to the Governing Documents Committee within 30 days following the Annual Conference. Changes may also be recommended during the conference year if deemed necessary and appropriate.
8. The Chair may be designated as a full member of the Governing Documents Committee at the discretion of the President.

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

**Auditing Committee
Report (Insert Year)
Conference Year (Insert
Conference Location)
(Insert Conference Dates)**

The Auditing Committee met on (insert date) to review the financial records of the National Conference of State Social Security Administrators. The Treasurer's record of receipts and disbursements were found to be (insert accurate and complete or inaccurate and incomplete). The Auditing Committee commends (insert Treasurer's name) for (his/her) efforts that supported the Auditing Committee's review.

Findings

Recommendations

Additional Comments

Respectfully submitted,

Chair, Audit Committee

Date

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member