

Internal Financial Audit Policy and Procedure

Purpose: To review the financial records of a specified time frame as requested by the QGOTV President and to verify the records are true and correct.

Procedure

1. The QGOTV President will ask 2 QGOTV members who have no conflict of interest to perform an audit.
2. After these 2 individuals consent, they will contact the QGOTV Treasurer to arrange to have the binders of financial records picked up.
3. At their convenience or within the requested time frame, they will perform the audit.
 - 3.1 For each month of the audit time frame they will:
 - 3.1.1 Verify all checks written match receipts.
 - 3.1.2 Verify deposits match deposit summaries
 - 3.1.3 Verify all checks written over \$1000 were signed 2 people
 - 3.1.4 Verify that cash received by the treasurer has been counted by 2 people and the appropriate documentation is provided.
4. During or at the completion of the audit if there are any questions, they should contact the QGOTV Treasurer with concerns.
5. A written report should be generated and forwarded to the President and Treasurer with all the findings. A signed report will be submitted at the next Executive Board Meeting where the President will present the findings to the board.

Written August 19, 2019