

## **Branch Audit Committee Chairman Position Description**

### **Position Purpose:**

To conduct an annual audit of the funds of all activities of the Branch, including, but not limited to golf, bowling, travel, bridge and the like.

### **Primary Responsibilities:**

- Conduct an audit in accordance with generally accepted accounting principles of the books and records covering the financial transactions of the Branch during the current calendar including an audit of the funds of all activities of the Branch, including, but not limited to golf, bowling, travel, bridge and the like.
- Complete and submit Form 29 by February 10, along with a copy of Form 28 from December of the audit year, to the Area Governor, Branch Big Sir, Branch Treasurer and Branch Secretary.

### **SIR Leader Expectations, Skills and Knowledge Required.**

- The Branch Audit Committee Chairman and the Audit Committee members shall not have served as Branch Officers during the audit year.
- Ability to conduct an audit following generally accepted accounting principles.

(Updated 2/28/19 P&P Committee)