

MADISON CATHOLIC WOMAN'S CLUB

AUDITORS

1. Attend as many Madison Catholic Woman's Club Board of Directors (BOD) and General Meetings as possible during two-year term.
2. Two auditors are elected for a two year term to inspect the books of the MCWC for the fiscal year July 1 through June 30. Audits are done in July of each year.
3. Inspect assets and liabilities according to accepted accounting principles.
4. Examine all receipts, disbursements, donations, bank balance and postal bulk fee. Approve if found to be in agreement with the Treasurer's report.
5. After completion of examination of books, sign and date the books and return to the
6. Report to the Madison Catholic Woman's Club Board of Directors at the first meeting of the year, usually in late August.

Revised: 05-31-2012