

The International Association of Lions Clubs

District 14B - Policy No. 108

Policy to Define the Duties of the District Audit Committee

PURPOSE: To outline procedures to be followed by an Audit Committee in auditing the district administration and charities accounts at the end of the district governor's term of office.

GENERAL:

- a. The Audit Committee shall be appointed by the District Governor to serve a three (3) year term. The committee shall consist of three (district Lions, at least two of whom shall be) Past District Governors, (the third member shall be someone with accounting knowledge if available).
- b. The committee shall operate on a three-year rotating basis with one of the members being appointed by the district governor annually. This shall insure continuity in the audit procedure
- c. The chairperson of the committee shall be the Past District Governor who has served the longest on the committee. In the event two PDGs were appointed to the committee at the same time, the more senior PDG shall serve as chairperson first
- d. A committee member may be reappointed by the District Governor but should not serve as the chairperson until he/she has completed serving at least two years on the committee.

DUTIES:

- a. The chairperson shall be present at the time the district financial records are passed from the outgoing District Governor to the incoming District Governor.
- b. Ensure that all debts incurred by the outgoing District Governor are paid by June 30th of the fiscal year. Advise the district cabinet of any unpaid debts.
- c. The committee shall make a preliminary report at the first cabinet meeting of the new fiscal year. The final report shall be presented to the cabinet at the second cabinet with any recommendations made by the committee.

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