

7.22.1 -- INTERNAL AUDIT GUIDELINES FOR BOOSTER CLUBS, SUPPORT GROUPS, AND PARENT ORGANIZATIONS

An internal audit committee should annually conduct an audit of the club's financial records. The committee shall audit, but not limited to, the following:

- Ledgers
- Checks
- Invoices
- Receipts
- Deposits/deposit slips
- Fund raising activities
- Bank statements
- Financial reports
- Internal control reports (example: money collection report)

The internal audit committee should obtain from the bank a current activity/history report.

The internal audit report should be submitted to the booster club/parent organization for approval and recorded into the club or organization's minutes.

The District recommends that all booster clubs, support groups, and parent organizations employ an accountant to perform an annual external audit to be presented to members and recorded in minutes filed in the District office.