

## **Policy 3.3: Audit of Records and Procedures**

### **Policy**

The UUFC Board of Trustees shall request an audit of financial records and procedures at a minimum of every 3 fiscal years. The President or his/her appointee is responsible for directing the audit. The audit may be certified or uncertified at the Board's discretion.

This policy was approved by the Board of Trustees December 13, 2010.

### **Procedures**

1. The Board of Trustees President or his/her appointee will follow an accepted audit procedure, using a questionnaire/survey approved by the President and Treasurer. The volunteer auditor or auditors should document what they have done and provide the Finance Committee *and* its Board liaison with a record of what they have done.
  2. That designee will report back to the Board of Trustees regarding the findings and outcome, including any steps taken to remedy any shortcomings in financial practices based on all financial policies in place at the time the audit is conducted.
-