

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES  
AUDIT COMMITTEE  
CHAPTER 4 APPENDIX A**

**I Audit Committee:**

- A. The Convention Host Committee Chair shall appoint an Audit Committee of at least two members.
- B. At the conclusion of the convention this committee is responsible for auditing the records of the Convention Treasurer
- C. The Audit should cover, in detail, all receipts and disbursements and after consultation with the Convention Host Committee Chair, include a recommendation for distribution of surplus funds
- D. The financial audit should also compare the total costs of the convention with the net profit to determine if any changes are indicated to increase or decrease the profits
- E. Items to examine and question might include registration fees and the prices of program book advertisements and individual names on the booster lists. Have these been the same price for several years – and is it time to increase the price?
- F. If so, recommended changes should be included in the committee's final report. Perhaps there are other methods or sources of income that need to be explored or that come to mind that have not been used before
- G. This all becomes a part of the audit and final recommendations by the committee.
- H. The final report shall be forwarded to the Chair of the Convention Host Committee.

**END**