## Auditing Committee

DUTIES

To conduct an annual audit of the financial statements, records, and accounts of the Old Guard Treasurer and of any Committees involved in Old Guard activities having separate bank accounts.

PROCEDURES

As soon as practicable after the close of each calendar year, the Auditing Committee will review and audit the financial statements, records, and accounts of the Treasurer and of any Committee having separate bank accounts, as well as review the adequacy for auditing purposes of the document retention practices of the Treasurer and any such Committees.

 RECORDS TO BE AUDITED:

* + Cash Receipts
	+ Cash Disbursements
	+ Bank Accounts
	+ Checking
	+ Investment Accounts (such as certificates of deposit)
	+ Documents that need to be retained

 DOCUMENTS TO BE REVIEWED:

* + Insurance Policies (Coverage)
	+ Federal and State tax returns and related documents, if any.

The Auditing Committee will submit a report of its findings and any recommendations to the Old Guard Council and Trustees. A copy of each report will be furnished to the Treasurer for his information.

