

<b>Job Description of Northern Yearly Meeting</b>	
<i>Committee</i>	<b>Audit</b>
<i>Position(s)</i>	<b>Member and Clerk</b>
<i>Date Approved by NYM</i>	September 2002
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<i>File Name</i>	<i>Standing Committee/STNDG--Audit</i>

**Gifts**

- financial acuity
- familiarity with Friends' process
- ability to work well with Treasurer

**Responsibilities and Activities**

Function of Audit Committee to determine if all financial activities for previous fiscal year took place in accordance with previously approved NYM financial policies and procedures. To this end, the following activities will need to be performed during each audit:

1. Verify the Treasurer’s reconciliation of the Northern Yearly Meeting (NYM) checkbook and ledger.
2. Review authorization of disbursements
3. Verify list of Meeting and individual contributions with deposits made
4. Verify deposits made to appropriate accounts
5. Review NYM financial procedures and policies. Make recommendations for changes or improvements to NYM, if necessary.

**Membership and Appointment**

1. Consists of at least 3 members. *Note: NYM Treasurer may serve as a source of financial information and staff support but is not an official member of the committee.*
2. Nominated by Northern Yearly Meeting Nominating Committee and approved by NYM Meeting for Business.
3. Members serve three-year staggered terms.
4. Clerk is nominated by NYM Nominating Committee and approved by NYM Meeting for Business.

**Records Maintained**

None

**Reports and Correspondence**

Present written report to NYM Meeting for Business

**Meetings**

Meet at least once yearly, or as needed, to complete its work.