

Auxiliary Trustees

Please read the Bylaws for "Trustees, Duties of Section 814 and 814A. The "Booklet of Instructions Ladies Auxiliary" (yellow section) pages 22 - 23.

Any negligence on the part of the Trustees carrying out the mandates of this section shall make them individually and collectively responsible, with any others for any discrepancy.

The Senior Trustee (whose term expires at the next election) serves as Chairman and shall call the meetings for the audits. The Secretary must incorporate audit reports in the minutes and she will read only the balances.

ITEMS NEEDED FOR AUDIT

Items you will need available to you in order to successfully complete a correct Audit:

1. A copy of the last Audit
2. Auxiliary Checkbook
3. Bingo Records (if applicable)
4. Bank Statements
5. Treasurer's Ledger Book or Computer-generated system printed when needed (with the same data as required formats as prescribed by National Headquarters).
6. Membership Summary Forms
7. Monthly Maintenance Journals from National Headquarters
8. Secretaries Minute Book

Note: The last dues collected and transmitted may not have been received by National Headquarters in time for the Monthly Maintenance Journal to be issued. Be sure to check them at the next audit.