

	POLICIES AND PROCEDURES	INDEX NO. 2008	APPROVAL LEVEL GB
	SUBJECT Audits and Reports	EFFECTIVE 8/2024	SUPERSEDES 7/08
	SPECIAL DISTRIBUTION Finance Committee		

POLICY

The financial records of Family RV Association and/or its subsidiaries are to be audited and certified at the end of each fiscal year by an independent Certified Public Accountant.

PROCEDURE

1. The Audit Committee shall select an independent Certified Public Accountant to perform the Annual Audit or Special Audit.
2. Copies of the Auditor's report shall be furnished to the Executive Board and the Finance Committee. Copies shall be available, upon request, to the Governing Board.
3. Financial reports shall be prepared monthly by the national office and distributed as follows.
 - A. A detailed financial statement for Family RV Association and its subsidiaries monthly to the Executive Board, Finance Committee, Executive Director, National Office Directors/Managers, and Family RV Association's Accountant.
 - B. A consolidated financial statement quarterly to the national directors, alternate national directors, and chapter presidents.
4. Any Family member of Family RV Association may request a financial report.