

## USHJA POLICY STATEMENT

**Subject: Audit Charter**

**Policy Number: COM106**

**Date of Board Adoption: May 18, 2020**

**Board Approved Effective Date: May 18, 2020**

### **Audit**

The Audit Committee is a Standing Administrative Committee that reports to the USHJA Board of Directors. Members shall serve terms of four years and are appointed by the President and approved by the Board of Directors, excluding those directors who may be selected for the Audit Committee, and shall consist of no less than three and no more than five Independent Directors of USHJA as defined under the Non-Profit Corporations Law of the State of New York.

The work of the Audit Committee supports the USHJA mission, which is to serve our members through educational programs, awards and recognition, communication and rules.

#### Responsibilities:

- Oversee the accounting and financial reporting processes of the organization and the audit of its financial statements
- Annually retain or renew the retention of an independent auditor
- Review with the independent auditor the results of the audit including management letters
- Review with the auditor the scope and planning of the audit prior to its commencement
- Review and discuss with the independent auditor any material risks and weaknesses in internal controls identified by the auditor, and restrictions on the scope of the auditor's activities or access to restricted information
- Review and discuss any significant disagreements between the auditor and management and the adequacy of the organization's accounting and financial reporting processes
- Annually consider the performance and independence of the auditor
- Provide a mechanism for open communications among management, the independent auditor and the Audit Committee
- Annually report its activities to the USHJA Board of Directors
- Oversee and administer the USHJA Whistleblower Policy in accordance with Article 1510
- Undertake additional tasks requested by the Board of Directors

<sup>1</sup> Language from 11.19.18 Policy and Procedure Manual