

 <p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 1-6
		ISSUE 6
	DATE July 25, 1996	PAGE 1 OF 2
SUBJECT AUDITS OF EBMA FINANCIAL RECORDS AND SUBMITTAL OF INCOME TAX FORMS		

PURPOSE

To establish the procedure for conducting Audits of the EBMA financial records.

DEPARTMENTS AFFECTED

Board of Directors, Treasurer, Audit Committee and Auditor.

DEFINITIONS

None

GENERAL

1. At the discretion of the Board of Directors, the financial records of the Association shall be audited by a Certified Public Accountant (Auditor) approved by the Board of Directors (Board). Generally, this shall be required when there is a change of Treasurer.
2. The Auditor may be an Electric Boat Corporation auditor, provided the Vice-president of Finance concurs.
3. The Audit Committee shall be composed of three (3) members of the Board appointed by the Chairperson of the Board for a term of two (2) years.

policies and procedures	DATE 7/25/96	PAGE 2 OF 2	ISSUE 6	NUMBER 1-6
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PROCEDURE

1. Chairperson of the Board - Appoint three (3) members of the Board to serve as an Audit Committee for a term of two (2) years.
2. Audit Committee - Select one (1) Auditor for consideration by the Board.
3. Board - Approve / disapprove the selected Auditor.
4. Auditor - Conduct an audit of all financial records of the Association for the period in question. Submit a report to the Board within ninety (90) days of the closing date of the financial records. The records that were audited shall be listed in the report. The report shall also include recommendations on the part of the Auditor.
5. Board - Review the audit report during the ensuing fiscal quarter. Implement those audit recommendations with which the Board agrees. Submit IRS form 990 to the Chairperson of the Board.
6. Treasurer - (Incoming) File copies of the Audit Report. Return audited records to appropriate files of Outgoing Treasurer.