

Audit Committee Charter

This document is approved by the SPJA Board of Directors and should be followed by the organization and all who provide services to SPJA and its sponsored events and functions.

Purpose

The Audit Committee shall assist the board by:

- Keeping the board informed of current best practices in corporate self-assessment.
- Ensure fiscal, fiduciary, and administrative responsibility.
- Oversee risk and asset management.
- Investigate internal complaints and recommend appropriate corrective action.

Membership

The Committee shall consist of no less than 2 Directors. The Board shall approve the members and Chair of the Audit Committee.

No member of the Committee shall:

- During the immediately preceding year, have been an employee of the SPJA.
- Have an immediate family member who is an employee of the SPJA.
- During the immediately preceding year, engage in any substantial private business transaction with the SPJA or receive compensation from any private entity that has material business relationships with the SPJA.

The committee may use non-Directors as needed to carry out its duties, except that at no time shall such appointed committee members exceed one-half of the committee membership.

Meetings

The Audit Committee shall meet at minimum on a quarterly basis and as needed.

Audit Principles of the SPJA

- Avoid any conflict of interest in staff exchange between audit firm and organization.
- Do not use auditing firm for non-auditing services except for tax form preparation with pre-approval from Audit Committee.
- Require disclosure to Audit Committee of critical accounting policies and practices.

Auditing Policies

Please refer to SPJA Audit Policy documents for specific information on the audit policies of the organization.

Duties and Responsibilities

- Ensure that Risk Management policies, to include internal controls, whistle blower protections, conflict of interest, and non-disclosure, are formulated and enacted, and shall oversee the administration of these policies.
- Make recommendations to the Board regarding an external audit firm who will review the SPJA's annual financial management systems and reports with Federal and State laws, and with generally accepted systems and reports for non-profit organizations.
- Review the draft annual audit and address issues identified by the auditors with management staff.
- Work with the auditors to present and recommend approval of a final audit to the full Board of Directors.

- Review the SPJA's system of internal controls, including its Risk Management Policy and any accompanying insurance coverage, and make recommendations for the Board for changes it considers desirable.
- Investigate internal complaints and recommend corrective action if appropriate.
- Develop written policies for the handling of confidential information in any format, including guidelines for electronic files and voice mail, and ensure they are enacted.