

CVS POLICY & PROCEDURE MANUAL

Policy Area: Finance

Policy # & Name: 7.10 Audit

Group: Executive Director, Finance Manager, Board of Directors

Purpose:

To ensure an external audit is completed on an annual basis to meet funding and applicable legislation and act requirements.

Policy Statement:

The Society will undergo an annual external audit. The results of the audit shall be communicated to the Executive Director and the Board of Directors, including a report on corrective actions taken or to be taken.

Practice Standards:

CVS will pass at its Annual General Meeting a motion to appoint auditors to undergo an annual external audit for the fiscal year in question.

The auditors will be chartered accountants, will follow generally accepted practices in completing the audit and will not be representatives of CVS funding sources.

The Finance Manager and Executive Director will provide the auditor with records as requested to support the completion of the external audit process.

The Executive Director will review the auditor's recommendations with the Treasurer and follow up as appropriate.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Executive Director , Board of Directors

References: ✍ Annual General Meeting
