

2.5. AUDIT

2.5.1. TERM: One year (appointed by President)

2.5.2. DUTIES:

2.5.2.1. To investigate and document all financial matters of the association

2.5.2.2. Verify all receipts and expenditures of the association.

2.5.2.3. Certify all financial reports of the Treasurer.

2.5.2.4. Certify all financial matters in lieu of external audits.

2.5.2.5. To examine and verify at each Board of Directors' meeting all receipts and expenditures of the association between each Board of Directors' meeting

2.5.2.6. To file a Letter of Certification at the end of the Treasurer's term of office stating the status of the treasury of the association

2.5.2.6.1. The final audit will be made by the Auditor and two members of the association appointed by the President.

2.5.2.6.2. The final audit and Letter of Certification will be in the hands of the new treasurer prior to the first Board of Directors' meeting after the Fall Conference.

2.5.3. EXPENSES:

2.5.3.1. Expense vouchers must be completed, signed, submitted to the treasurer before any bills can be paid.

2.5.3.2 Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.5.3.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

2.5.3.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.5.3.3.2. Invoices/receipts should be submitted as soon as possible.

2.5.3.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car

for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.