Memorandum

Date: 3 January 2022
To: Department of Georgia Bylaws Committee
From: William Miller – Department of Georgia Finance Committee Chairman
Subject: Proposed Change to Department of Georgia Bylaws

ARTICLE FIVE – AUDIT COMMITTEE, SECTION 500 – AUDIT COMMITTEE

Present:

ARTICLE FIVE

AUDIT COMMITTEE

SECTION 500 – AUDIT COMMITTEE

a. The Audit Committee shall consist of at least three (3) members appointed by the Department Commandant and approved by the Board of Trustees.

b. Each member shall be either a Past Department Commandant or a Past Detachment Commandant. The Chair shall be the Junior Past Department Commandant. If the Junior Past Commandant is not available, the Committee shall select a Chair.

c. An audit of the Department’s financial records shall be performed at least once per year. An audit shall be performed at the Annual Convention prior to the first session on the day of election and any other time it is deemed necessary by the Department Officers and/or the Board of Trustees. There will also be an audit whenever the position of Department Paymaster is vacated for any reason.

d. The Chair shall make a report of the findings at the Annual Convention or the next Department Meeting.
Proposed (Note: If adopted, underline and bold formatting of recommended changes will be removed and Audit Committee will be updated to Financial Review Committee in the listing of Standing Committees listed in Article Two, Section 200, Subsection f.):

ARTICLE FIVE

FINANCIAL REVIEW COMMITTEE

SECTION 500 – **FINANCIAL REVIEW** COMMITTEE

a. The **Financial Review** Committee shall consist of at least three (3) members appointed by the Department Commandant and approved by the Board of Trustees. **No member of the Financial Review Committee shall serve concurrently as a member of the Finance Committee.**

b. Each member shall be either a Past Department Commandant or a Past Detachment Commandant. The Chair shall be the Junior Past Department Commandant. If the Junior Past Commandant is not available, the **Department Commandant shall appoint an additional member and the Committee shall select a Chair.**

c. **A financial review** of the Department’s financial records shall be performed at least once per year. **A financial review** shall be performed at the Annual Convention prior to the first session on the day of election and any other time it is deemed necessary by the Department Officers and/or the Board of Trustees. There will also be a financial review whenever the position of Department Paymaster or Adjutant/Paymaster is vacated for any reason.

d. The Chair shall make a report of the findings at the Annual Convention or the next Department Meeting.

Rationale: In the state of Georgia, only an individual who has attained their CPA (Certified Public Account) credentials may conduct an audit, however internal individuals of an organization are allowed to review the financial documents and prepare a report. All instances in this section of the term “Audit” were replaced with the phrase “Financial Review.” Section a. is updated to state that no member of the Financial Review Committee is allowed to also serve on the Finance Committee to provide a separation of duties. Section b. is updated to require the Department Commandant to appoint an additional member in the event the Junior Past Department Commandant is unavailable, keeping the committee at a minimum membership of four (4) members.