

## AUDITOR'S JOB DESCRIPTION

CSD's physical year runs June 1<sup>st</sup> to May 31<sup>st</sup>. Year end is December 31<sup>st</sup>. The Board of Directors will establish a budget at the start of the fiscal year. This budget is reviewed at the Annual General Meeting.

### **Balance and Profit/Loss Sheets**

Presented to membership at Annual General Meeting held second day of convention each year. Includes up to December of previous year.

### **Audits**

The members of the CSD shall appoint an Auditor at the Annual General Meeting. The Auditor does not have to be a CSD member and is a volunteer position.

The Auditor will complete an assessment of the CSD's financial Balance and Profit/Loss Sheets. The goal of the audit is to ensure that the CSD's financial processes are being controlled and reported properly. The Auditor will provide a brief letter outlining the completion of the audit performed. This letter will be stored by the current President of the Society. An update on the CSD audit is provided to the CSD membership at the next Annual General Meeting.

The Auditor shall hold office until the next annual meeting. The name of the Auditor is included in the annual listing of CSD Board members.

