

Williamsburg Players, Inc. Policy and Procedures Manual

Title: AUDIT TASK FORCE	
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Date	Change Summary (vertical bar indicates most recent revision)
2/15/05	Initial inclusion into P&P Manual

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. **General:** The Williamsburg Players(WP) will practice sound financial management and comply with the diverse array of legal and regulatory requirements. The financial system will assure that accurate financial records are kept, available for review, and that all financial resources are used in furtherance of the stated purpose. Periodic reviews will be conducted to assure regulatory and liability concerns are met.

To accomplish this stated objective, an Audit Task Force(ATF) will be appointed. This ATF will be chartered to independently review the financial status of the Williamsburg Players, oversee accounting and reporting procedures, review and assess the accounting process, assess internal controls, define and monitor ethical standards and procedures, publish in coordination with the WP Board an annual report, and provide a forum for volunteers and any employees to express comments and concerns on financial matters.

2. **ATF Composition:** The ATF will consist of at least three but not more than five permanent voting members with one being the presiding President of the WP Board of Directors. The other voting members shall be members of the community with (1) a commitment to the stated mission of the WP, (2) experience in financial management of local businesses or non-profit organizations, and/or (3) a proven personal record of success in the private or public sector. The Treasurer of WP may act, on call from the ATF, as a non-voting member to provide required financial documents. The ATF, with sufficient advance notice, may call other members of the Board of Directors to provide functional input and/or attend a task force meeting. At least one member of the ATF will have extensive “hands on” accounting experience, sufficient to challenge and question the practices employed by WP. Normally this expertise is found in those directly concerned with the financial well-being of an organization.

Members of the ATF shall be nominated and appointed by the Board of Directors, WP. In advance of the initial appointment of ATF members, the Board shall designate one-year terms for approximately half the potential membership by name, and two-year terms for the remainder. Each year thereafter on the anniversary of the initial ATF creation, the Board shall nominate and appoint new members to two-year terms to replace those whose terms have expired. Should a vacancy occur before a regularly scheduled election, a new member may be appointed by the Board to fill the remainder of the term in question.

3. **ATF Terms:** The terms of ATF members will normally be from March 1st to the last day of February for either the one-year or two-year terms.
4. **Responsibilities:** While there are specific responsibilities within the charter of the ATF, the task force has the freedom to question and challenge practices that it identifies as subject to improvement or questionable.

The WP Board of Directors will develop and approve an annual budget which will be the

Board's concept of a financial plan for the next 12 months. This budget and monthly Treasurer's Reports will be provided to the Chairperson of the ATF.

Specific responsibilities of the ATF shall include:

- a. Oversee the WP accounting and financial reporting activities to include the IRS Tax Form 990 and Guidestar updates.
- b. Review, comment on, and approve the Request for Proposal(RFP) for an independent annual audit made by the WP Board.
- c. Review, comment on, and approve the selection of the auditing firm based on the responses to the RFP.
- d. Ensure that the same auditing firm is not used for more than five(5) consecutive years.
- e. Thoroughly review the audit review report and management letter.
- f. Present the findings of the audit to the Board of Directors.
- g. Oversee and monitor Board implementation of recommended changes resulting from the audit.
- h. On a continuing basis, review and assess internal financial controls.
- i. Define, monitor, and assess WP financial and governance ethical standards.
- j. Provide a communications channel on financial matters for WP volunteers and paid employees(if any) to express comments and/or concerns.
- k. Publish in coordination with the WP Board of Directors or its designee on an annual basis, an Annual Report which showcases the WP mission, activities and accomplishments, presents audited and non-audited financial data, lists the members of the Board of Directors, and thanks the volunteers and donors for their continuing support.
- l. Other duties as the ATF defines consistent with the task force charter and the mission statement of the WP.

5. Administrative:

The members of the task force shall serve without financial compensation.

The Annual WP Budget will include a line item for support of the ATF to include office supplies, copying, printing the Annual Report, payment of the auditing firm and other costs associated with the efficient operation of the ATF.

At or before the first meeting of the ATF, the president of WP will provide an update briefing to the task force members on the current status/activities of the WP.

6. Time frame for the WP annual audit will be:

October 1: Submit the required documents for the annual audit.

December 1: Receive the completed annual audit.

December 1 to January 31: Review and comment on the annual audit.

February WP Board Meeting: Present the findings to the WP Board.