

## NATCA Local Audit Procedures and Processes

The following procedures and processes were crafted and implemented to ensure compliance with the NATCA National Constitution, Standing Rules, and Policy and Position Statements, specifically SRF-4.

The Comptroller and Director of Accounting shall ensure:

1. Financial records of each Local are audited at least once every three (3) years to ensure compliance with all Department of Labor, Internal Revenue Service, and NATCA financial provisions for the preceding three (3) years.
2. Audit reports are issued to a Local's President and Treasurer and copied to the NATCA Executive Vice President and appropriate Regional Vice President within thirty (30) days of the completion of the audit.
3. The NATCA Executive Vice President, National Finance Committee Chair, General Counsel, and appropriate Regional Vice President are fully informed of any significant or ongoing failure of any Local to comply with Department of Labor, Internal Revenue Service, and /or NATCA financial provisions.
4. Instances when any Local fails to demonstrate remedy for any violation of Department of Labor, Internal Revenue Service or NATCA financial provisions within ninety (90) days of receiving the report identifying said violation(s) are forwarded, along with all supporting documentation, to the National Executive Board.

The National Finance Committee Chair, in conjunction with the Comptroller and Director of Accounting, shall ensure procedures are developed, implemented, and when necessary, modified to complete the following requirements:

1. Local audits are scheduled for the following year and announced to the appropriate Regional Vice President and Local Union officers by November of the preceding year.
2. Mail audits must be comprehensive and fulfill the same general and specific requirements as on-site audits.
3. An on-site audit must be completed within thirty (30) days of a mail audit: when relatively significant problems are identified during the mail audit or; when a Local fails to remedy any violation of Department of Labor, Internal Revenue Service or NATCA financial provisions within forty-five (45) days of the time the Local received the report identifying said violation(s).

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The National Finance Committee shall:

1. Audit at least 35% of all Locals each year.
2. Prepare and distribute audit reports to a Local's President and Treasurer, plus the NATCA Executive Vice President and appropriate Regional Vice President within thirty (30) days of the completion of the audit.
3. Work closely and coordinate all matters concerning compliance or noncompliance with the Comptroller and Director of Accounting, National Finance Committee Chair, and appropriate Regional Vice President.