President’s Questionnaire/Guidelines
For ASEA/AFSCME Local 52 Chapter Audits

The following are questions/guidelines that will assist you in your role as President in the chapter audit process. Some of the guidelines below do require action and a response to ASEA. You will need a copy of your chapter’s bylaws to complete this document.

1. **Identify who will perform your audit**
   A. Do your bylaws have language for Trustees?  YES  NO
      a. If YES, proceed to 1.B  b. If NO, proceed to 1.G
   B. List the article(s) that reference Trustees
   C. How many Trustees do you have?  1 2 3 4 5
   D. Are all of your Trustee seats filled?  YES  NO – # of vacant seats
   E. If you have vacant Trustee seats, which Article addresses vacancies?
   F. As President, can you appoint a trustee?  YES  NO
      a. If YES, does it require the approval of the board?  YES  NO
   G. Chapters that do not have Trustees must establish an ad-hoc Audit Committee to perform the audit. Which Article addresses committee appointments?
      a. Do appointments require the approval of the board?  YES  NO
      b. Report the names of the appointed audit committee members to ASEA Headquarters

2. **Logistics for the audit**
   A. Coordinate and establish a date for the audit
   B. Establish a location for the audit
   C. If needed, request business leave by sending the following information to the Executive Director (only Presidents can request business leave for chapter activities).
      a. Names of the person(s) performing the audit
      b. Date of the audit
      c. How many hours they will miss from work in order to perform the audit
   D. Ensure that the Secretary and Treasurer provide all of the documentation required to complete the audit (Reference the ASEA Chapter Audit Guide)

3. **Complete the audit process**
   A. Trustees/Audit Committee presents the audit report to the Chapter Executive Board
   B. Trustees/Audit Committee presents the audit to the membership
   C. Attach the audit report to the minutes
   D. Submit the audit report with the Chapter’s annual reporting
   E. Inform the Trustees/Audit Committee that the report has been submitted to ASEA

4. **After the audit process is complete**
   A. Evaluate the recommendations (if any) provided for in the audit report
   B. Implement actions to comply with the financial standards noted in report

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1 **Trustees** are established in the chapter’s bylaws to perform audits of the chapter. They are Officers of our Union who are not a member of the Chapter’s Executive Board. Trustees are not involved with any of the chapter’s financial affairs or budget process. Their main role is to audit the chapter’s financial activity.

2 **Ad-hoc Audit committees** are by appointment. Committee members cannot be members of the Chapter Executive board and they cannot be involved with the chapter’s financial activities and budget process.

3 The date of the audit should be coordinated with the Trustees or Audit Committee. The Treasurer should be notified so they can be available if any questions arise.

4 The names of the Trustees or Ad-hoc Audit Committee should be on file or reported to ASEA in order to request business leave.

July 27, 2015