

# 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**<sup>1</sup>?      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**<sup>2</sup> 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**<sup>3</sup> \_\_\_\_\_
- 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)**<sup>4</sup> 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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<sup>1</sup> **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.

<sup>2</sup> **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.

<sup>3</sup> **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.

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