

## **Auditor**

### **Primary focus:**

Communities outside the UK that are in receipt of regular funding from the IET need to appoint two people to audit and sign their accounts every year. These people must not be members of the leadership group or committee. It is preferable, but not mandatory, that they have appropriate financial experience.

Auditors need to carry out certain checks and balances to ensure that all financial transactions have been undertaken correctly by the community volunteers.

### **Main duties and responsibilities:**

In auditing the accounts of a community, the following information is required:

- Community planning and budgeting guidelines
- Approved network plan
- CTAPs cashbook
- Bank reconciliations
- Bank account statements
- All receipts and payments documentation
- Bank cheque books and paying in books
- Capital equipment records
- Minutes of any meetings (if applicable).

Suggested audit programme:

When auditing the Network accounts, the following actions are suggested as a good basic approach to the task:

- Check the arithmetical accuracy and analysis of income and expenditure in the CTAPS cashbook
- Reconcile the cashbook balance with bank statements
- Review the accuracy of bank reconciliations
- Review invoices, receipts, cashbook entries, and goods and services received to make sure they reflect the appropriate running of a community
- Check that finance relating to social activity is accounted for separately
- Compare the accounts to the approved plan to ensure that all significant variances are adequately explained
- Confirm that the total figures in the cashbook have been correctly transferred to the final accounts
- Check the capital equipment record form and confirm the location of assets if appropriate.

Once satisfied, the Auditors should sign the Annual Accounts sheet found in the CTAPS cashbook to confirm that the accounts are a true and fair summary of transactions. The Treasurer's attention should be drawn to any minor anomalies with a request that these be rectified in future.

If a major problem or irregularity is encountered then Auditors should not sign the accounts and the matter should be brought to the attention of the Finance Team in the UK immediately.

**Appointment method:**

Annually by the community committee based on suitability and financial experience.

**Period of appointment:**

Appointed to deliver activity, not by time period.

**Training:**

No formal training for audit, but support and guidance can be given by the IET Finance Dept.

**Point of Contact:**

The regular contact for this role will be a member of the IET Finance Depart. For more information contact [mbusson@theiet.org](mailto:mbusson@theiet.org) in the first instance.

**Communications:**

When undertaking this role you can expect to receive:

- Regular contact from the rest of the committee
- Queries answered by the Finance team as required

**Resources:**

The following resources are available to support this role:

- Guidance from the IET Finance team
- Communities Operating guidelines
- Communities financial rules and procedures
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

**Policies and procedures:**

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
  - Anti-bribery and Corruption Policy
  - Anti-slavery Policy
  - Code of Conduct for Volunteers
  - Data Protection Policy
  - Equality, Diversity and Inclusion Policy
  - Harassment and Bullying Policy
  - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

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