

# Living Hope Christian Church Policy

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**Title: Internal Auditor**

**Policy Number: FL.3**

**Approved Date: April 24, 2021**

**Approved by: Board**

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## **Purpose:**

The Internal Auditor and all members of the Board of Directors share equal responsibility for the financial operations of Living Hope Christian Church. The Internal Auditor as an elected officer by the Board has the specific responsibility of auditing financial reports vis-a-vis supporting documents in compliance with LHCC policies and procedures and the CRA requirements.

## **A. Qualification:**

1. The Internal Auditor should have or be able to develop a familiarity with church finances
2. He/She must have a tenure of 2 years membership with good standing.

**B. Selection:** The Internal Auditor will be appointed by the Board

**C. Accountability:** The Internal Auditor shall be accountable to the Board of Directors.

**D. Tenure:** This position shall be reviewed annually.

**E. Duties:** The Internal Auditor's responsibilities include but are not limited to the following:

1. Quarterly
  - a. Requests for audit/review of financial records and practices
  - b. Random audit/review of financial records and supporting documents
  - c. Accomplishes internal audit reports and recommendations
2. Annually
  - a. Consolidates quarterly audit reports
  - b. Makes recommendations/remarks based on consolidated audit reports

