

14 January 2019

Proposed changes to the PCARS Constitution and By-Laws concerning the Trustees semi-annual Audits and annual Inventory Audit. Was presented and read to the membership at the January 14, 2019 meeting and will be voted on by the membership at the February 11, 2019 meeting.

Existing:

Sec. 4. The Trustees shall audit the financial reports, records, and statements of the Treasurer in **June, and December** of each year and shall report to the membership the results of such audits. The Trustees shall also take inventory of any organization owned equipment or supplies in **December** of each year and shall report to the membership the results of such inventory. The most senior Trustee (the 1 Year Trustee) shall ensure that the audits are accomplished on schedule.

Change to: (changes shown in bold)

Sec. 4. The Trustees shall audit the financial reports, records, and statements of the Treasurer in the **first quarter and third quarter** of each year and shall report to the membership the results of such audits. The Trustees shall also take inventory of organization owned equipment (**the list of equipment is determined and maintained by the board members and kept on file by the Treasurer and Trustees**) ~~or supplies~~ in the **fourth quarter** of each year and shall report to the membership the results of such inventory. The most senior Trustee (1 Year Trustee) shall ensure that the audits and inventory are accomplished on schedule.

By having the audits in the first and third quarters - that gives the Trustees leeway in case scheduling conflicts come up. The annual Inventory can be done in the fourth quarter to also allow for scheduling changes.

This change was approved by the Board Members on January 8, 2019 and was brought up to the membership on January 14, 2019 and will be voted upon by the membership on February 11, 2019.