



## Regional Auditor

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### Purpose

The AYSO volunteer position of regional auditor is intended to assist the regional board in its fiduciary responsibilities to protect the region's assets by reviewing and monitoring the region's financial controls and records.

### Specific Duties and Responsibilities

The regional auditor is expected to:

1. Review the region's accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements;
2. Check on a regular basis to verify that the internal control procedures are being followed;
3. Review the canceled checks, bank deposits, and bank transfers monthly;
4. Review the reconciliation of the region's bank and savings accounts monthly;
5. Review the financial report prepared by the National Support & Training Center (NAP report);
6. Compare actual revenues and expenditures to the region's annual budget and analyze any material variance; and
7. Submit a report at regional board meetings.

### Qualifications and Desired Skills

To be considered for the position of regional auditor, the applicant should:

1. Have some managerial and financial experience; and
2. Have some experience as a treasurer.

### Supervision Protocols

While performing as the regional auditor, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;

2. Under the overall authority of and directly supervised by the regional commissioner, and supervised indirectly by the regional board; and
3. To maintain the recommended supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

**Time Commitment**

The anticipated time commitment for a regional auditor is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

**Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of regional auditor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program, and
4. Treasurer workshop at the annual Section Meeting.

**Activity Locations**

While performing the duties of regional auditor, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Assigned classroom locations;
2. Assigned field locations;
3. Regional board meetings;
4. The annual Section Meeting; and

5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.