

**Audit Recommendations requiring By-Law Changes which will be presented and voted on  
at  
ECW Fall Gathering on November 6, 2010**

**ARTICLE III  
OFFICERS**

**Section 8 Duties of Officers**

A. President

5. Authority to write and sign checks,
6. Responsible for hiring a Certified Public Accountant or appointing an audit committee, which will consist of a minimum of two (2) ECW Diocese of Arkansas members, to conduct a mandatory annual audit. This audit is to be completed no later than September 1<sup>st</sup> of the following year.
7. Authority to provide scholarships to ECW Diocese of Arkansas sponsored events, working in conjunction with Vice President.
8. Determines availability of funds to reimburse expenses of delegates to Triennial and Province VII meetings.

B. Vice President

4. Authority to write and sign checks.
5. Authority to provide scholarships to ECW Diocese of Arkansas sponsored events, working in conjunction with President.

C. Treasurer

2. ~~Prepares Budget~~  
*Coordinates initial annual budget preparation with President and Vice President, with final approval by ECW Diocese of Arkansas board.*
3. ~~Prepares reports of budget status to be given at meetings. Prepares monthly financial report which is mailed or e-mailed to ECW Diocese of Arkansas President and prepares quarterly financial reports to be presented at board meetings. Financial reports to include year-to-date information for each line item and budget figures for each line item.~~
5. ~~Responsible for having yearly audit of books.—~~  
*Responsible to ensure availability of all financial records for annual audit.*
6. Responsible for following the same procedures as required of parishes in the handling of cash offerings, receipt and distribution of checks and/or cash, where applicable. Procedures are found in the *Manual of Business Methods in Church Affairs*.
7. Responsibility for communicating the procedures in C6 to members in charge of collecting monies for Time for Joy, Women of Vision, Women's Institute, Fall Gathering and any other events sponsored by ECW Diocese of Arkansas.
8. Authority to write and sign checks.
9. One signature required on all checks written on ECW Diocese of Arkansas accounts.

**ARTICLE IV  
ECW BOARD**

Section 6. ECW Diocese of Arkansas delegates attending the National Triennial meeting shall be reimbursed expenses based on guidelines set forth by the Diocesan office to pay expenses of Deputies to General Convention, where applicable.