

**Association canadienne des enseignantes et des enseignants retraités**

**Canadian Association of Retired Teachers**

**AGM 2017**

**AGM 2016 Motion E-9** stated

*“That the year-end financial statements be reviewed by an internal committee.”*

The executive reviewed this resolution and developed the following Protocol which was followed for the review of the 2015-16 financial statements.

**Protocol 7 - Review of Financial Statements**

1. The previous year’s financial statements will be reviewed annually by a committee of the Board.
2. The committee will consist of one member of the executive, and one member of the board of Directors. (If no director is available, a second person from the executive will be chosen).
3. The executive member will chair the committee
4. The Executive Director and the Account Manager will act as advisors to the committee.
5. The Board Members will be appointed by the executive from the list of Directors or Observers who have submitted their names and are available at the set date.
6. The committee will convene at the CTF offices the Wednesday afternoon prior to the AGM.
7. All documents necessary for the review will be made available by the Executive Director or the Account Manager.
8. The committee will review the documents and make recommendations.
9. The committee will report to the AGM through the executive.