

Section 8. The Auditor shall:

- a. Audit the books of the organization quarterly between July 15<sup>th</sup> and August 15<sup>th</sup>, or upon resignation of the Treasurer, or any time deemed necessary.
- b. Present a report to the Board quarterly and annually.
- c. Accomplish random audits to ensure appropriate accounting practices are maintained.
- d. Review the PTO monthly bank statement in conjunction with the Treasurer to ensure compliance with our insurance.