

About the Audit Committee of the New Jersey Synod

From the Constitution of the New Jersey Synod Of The Evangelical Lutheran Church In America:

COMMITTEES AND OTHER ORGANIZATIONAL UNITS

S11.05. The Audit Committee of this Synod shall consist of three to six persons, none of whom are members of the Synod Staff. Up to half of the committee members may be Synod Council members. The Audit Committee members shall be elected by the Synod Council for a term of three years and be eligible for re-election to a second consecutive three-year term. The terms of the Audit Committee members shall be staggered. The Audit Committee shall be responsible for assisting the Synod Council in fulfilling its general oversight of the synod's accounting, financial reporting, internal control systems, and external audit processes as provided in †S15.31.

S15.31. This synod shall arrange to have an annual audit of its financial records conducted by a certified public accountant firm recommended by the synod Audit Committee and approved by the Synod Council. The audited annual financial report shall be submitted by this synod to the churchwide Office of the Treasurer and to the congregations of this synod. The financial reports shall be in the format approved from time to time by the churchwide Office of the Treasurer.

From the New Jersey Synod Bylaws:

The Audit Committee: Three to six persons, independent of the Synod's management staff, who shall be elected by the Synod Council for a term of three years, with potential for one consecutive election to another three-year term. The terms of the committee members shall be staggered. The chair shall be appointed by the Synod Council. Committee members will have no personal relationship to Synod management, nor have a business relationship with the Synod that may interfere with the exercise of the member's independence. All members shall be financially knowledgeable, and at least one member shall possess financial expertise in the area of accounting or financial management. Attendance at Committee meetings is required of all members. Upon two successive absences that have not been approved by the Committee, the member's position shall be declared vacant by the chair.

This Committee shall be responsible for assisting the Synod Council in fulfilling its general oversight of the Synod's accounting, financial reporting, and internal control systems. Subject to the approval of the Synod Council, the Audit Committee shall have the authority to retain special legal, accounting, or other consultants to advise the Committee. The Audit Committee shall have the authority to request any officer or employee of the Synod, its outside counsel, or independent auditor to attend a meeting of the Committee, or to meet with members of the Committee. Synod management is responsible for preparing financial statements in accordance with generally accepted accounting principles (GAAP), maintaining a system of internal controls and complying with appropriate laws and regulations. The independent auditor is responsible for performing an independent audit as a basis for providing an opinion that the Synod's

financial statements are fairly presented in accordance with GAAP. The Audit Committee is responsible for reviewing significant accounting and reporting issues and judgments made in connection with the preparation of the financial statements, including analyses of the effects of alternative GAAP methods on the financial statements.

From the New Jersey Synod Treasurer:

The Audit Committee typically meets twice per year, at the synod office in Hamilton Square New Jersey.

- Audit kickoff meeting in early December
- Presentation of the Financial Statements and audit results by the auditors, in April

The financial statements and audit results are presented at the annual Synod Assembly which is typically in early May. With requirements to publish the information in advance of the assembly, the goal is to complete and publish the audit report by mid-April.