



# *Conference for Food Protection*

## *Audit Policy*

### **PURPOSE**

This policy has been developed by the Executive Board to ensure that the financial records of the Conference for Food Protection are maintained in good order.

### **POLICY**

- The Conference for Food Protection (CFP) financial records shall be audited every 4 years by a Certified Public Accountant (CPA), at the expense of CFP. The audit is to be initiated by the Executive Treasurer with consent and oversight from the Audit and Finance Committees.
- The Audit Committee may authorize the Executive Treasurer to release, to qualified CPA firms, the CFP financial information required to secure quotes for the purpose of adhering to the audit policy of the CFP. Appropriate, fully executed Non-Disclosure Agreements shall be in place prior to the release of any financial information.
- Reviews in other years shall be conducted by the standing CFP Audit Committee and reported to the Executive Board.