

District 13 Audit Policy

The following is the District 13 policy for the submission and review of the ANSC 7025 Financial Report of an Auxiliary Unit and the Unit Inventory Record:

- The divisions and flotillas will complete annual finance and inventory audits after 31 December.
- The FC will submit the annual flotilla finance and inventory reports (7025) to the DCDR via the SO-FN on or before 31 January. Note: Such reports are also required within 30 days of change in the unit Commander or appointment of a new unit FN staff officer (financial report only) or unit MA staff officer (inventory record only).
- The SO-FN will review and forward all the reports to the DCDR. Any reports with noted errors will be returned to the unit for correction before forwarding to the DCDR.
- The DCDR will review the reports and forward them, together with the division reports, to the DSO-FN (designate of DCO) on or before 10 February.
- The DSO-FN will review the reports and forward them to the Director, with copies to the DCO, on or before 1 March.

21 May 2021