

The UCSA Board, the Auditing Team and the Independent Body hereby agree that:

1. The Auditing Team (AT) shall preferably consist of 6 to 8 members, to be decided by its Chair. In accordance with the Policy Manual, the minimum is 2 members.
2. The AT shall select its own new members, to be appointed by the GA.
3. As an exception to article 2 the Independent Body (IB) shall select someone from its midst to be a member of the AT.
4. Ex-UCSA Board members can only be member of the AT only after one year after the removal of the financial liability.
5. Alumni, as defined in Article 5.1.c of the Statutes, can always become a member of the AT.
6. All AT members may not be treasurer of an UCSA Committee in the same period they are part of the AT.
7. The AT Chair shall be a UCSA member, as defined in Article 5.1.a of the Statutes. The AT Chair shall not be the same person as the IB Chair.
8. All AT members must uphold high professional standards of work, ethics, confidentiality and discretion, as would reasonably be expected by the Association and its members.
9. The AT shall be assembled by its Chair at least two weeks before the budget General Assembly (fall semester) and the budget revision GA (spring semester), in consultation with the UCSA Treasurer and BarCo Treasurer.
10. In addition to the reports as described in Article 21 of the Statutes, the UCSA Board shall also provide the AT a financial overview of the first quarter of the financial year in October and of the third quarter in April. This report will contain at least a balance sheet and a complete overview of income and expenditure. The AT shall check these files and shall at least present its findings to the members of the Association via email.
11. The UCSA Treasurer and Bar Committee Treasurer shall have all audit related material ready by the time the AT is assembled (two weeks before the GA, latest).
12. The UCSA Treasurer and the Bar Committee Treasurer will provide the AT with at least the following:
  - All receipts from UCSA transactions;
  - All bank transcripts;
  - All financial administration (e.g. excel sheets);
  - The cashbooks;
  - A balance sheet;
  - An overview of the budget and the expenses made;
  - A cover letter explaining the general framework of the accounting system and any points of attention on expenditure or the financial situation of the UCSA.
13. The UCSA and BarCo Treasurers shall make themselves available for any questions from the AT during the entire auditing process.
14. The Treasurers will hand over the aforementioned documents to the AT in a meeting with the AT, after which at least one meeting (Q&A) will be held, again with the Treasurers and the AT.