**REVIEW OF COMMITTEE AND BOARD BOOKS**

1. The review process will take place after the board books have been sent out.
2. Compare the committee minutes to the board agenda book to make sure the board book is consistent with committee minutes for voting abstentions, grantees, and grant amounts.
3. This is in addition to the current review of comparing the dollar amount in the write-up to the cover page.
4. Any differences should be noted in writing and given to the VP-Finance for review.
5. VP-Finance will contact VP-Program with differences; VP-Program will bring to board’s attention, if necessary.
6. Exception is the IRA committee minutes because the IRA committee meets the same day as the board; a review is not possible until the board meeting is over.
7. The IRA review will be done at the completion of the grant portion of the board minutes.
8. Any differences found should be documented and given to the VP-Finance for review.