

### **8.5.1.1 DESK AUDITS**

A desk audit must be conducted annually for the purpose of determining the amount of staff time allocated to each committee. This internal audit is not to be construed as an absolute analysis of any staff person, but rather a quick snapshot of work performed on a particular month at each staff person's desk. This non-scientific, non-professional tool is just a tool that will show trends over the years.

The audit will be conducted, at least annually, under the supervision of the EO and his management team. Once a month is chosen, there must be an audit done during that same month each subsequent year. This is done to provide the best possible trend line given for that month.

Each staff person will monitor all of their work for the designated period and will, each Friday, do a summary sheet. Those six work sheets are to be given to their manager for tabulation. At the end of the monitored month, one (1) staff person will compile an aggregate of the month. This will be turned over to the EO and reported at the earliest opportunity to the leadership.

Approved by Bylaws and Policy: 12/12/01  
Approved by Board of Directors: 12/13/01