



Financial Policies

Purpose: The establish guidelines for and implementing financial control policies for the Association.

Effective Date: (Upon approval of Board of Directors)

In addition to the requirements contained in the Association Bylaws – Article V the following will apply.

1. Accounts. The Association will establish and maintain two types of banking accounts at a local banking institution.

- A. Checking Account(s). Current Fiscal Year income and expenses will be processed through this account. At the discretion of the Treasurer and approval of the Board, a second account may be established to enable segregation between Fiscal Years.
- B. Savings Account. Surplus/Contingency funds from current and previous years operation will be deposited and maintained in this account. Any transfer of over \$1,000 into Checking to cover operating expense required Board approval.
- C. Signature Authority. Two Board members will set up to access the accounts and be assigned signature authority for the accounts.
- D. Level of Authority. An invoice and/or payment exceeding \$2,000 will the approval and signature of two Board members.
- E. Special Account. A separate account will be created for the deposit of supplemental funds received to cover non budgeted income/expense for any extraordinary income of over \$1,000. This will normally be for special projects or undertakings.

2. Financial Controls. The following reports will be compiled by the Treasurer.

- A. Itemized Expense Summary. This will be provided in the format approved by the Board in a Quarterly Basis. It will be formatted to provide a comparison of actual vs. budget expense. It will also update the revenue (Dues) revenue for the year by category.
- B. End of the Year Profit/Loss Statement. This report will be compiled at the end of the Fiscal Year and is reported to the Membership at the Annual Meeting.
- C. Audit. This will be accomplished as provided in the Associating Bylaws - Article IV; 4.3 (e).