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ASASD INTERNAL FINANCIAL CONTROLS PROCEDURES

1. President primarily signs checks. If President is unavailable Vice President can sign checks. As a last resort Executive Director has the authority to sign checks with President approval.
2. Executive Director and Member Services Manager have access to use Association credit cards. All non-routine credit card expenditures require President or Vice President approval.
3. Prior to the board meeting, the Treasurer is given a financial report packet from the previous month (to be reviewed outside of the board meeting). The packet shall include;
 - a. Bank statements (Treasurer has availability through online access)
 - b. Copy of all cleared checks
 - c. Copy of all credit card purchases (credit card statements)
 - d. Financial Statements
 - i. Statement of Financial Position
 - ii. Statement of Activity (for the month in review and year to date)
 - iii. Accounts Receivable aging report

After the Treasurer has reviewed, the financial statements are given to the entire board for review and approval.

4. The Executive Board will meet in person annually in June/July to review/discuss/update the financial policies and procedures of the association.