

ASASD INTERNAL FINANCIAL CONTROLS PROCEDURES

1. President primarily signs checks. If President is unavailable, the other officers can sign checks. As a last resort, Executive Director can sign checks with President's approval.
2. 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 statement
 - b. Copy of all cleared checks
 - c. Copy of all credit card purchases (including receipt and/or invoice
 - d. Reconciliation report
 - e. Balance sheet
 - f. Profit and Loss (for the month in review and year to date)

After the Treasurer has reviewed, it is given to the entire board for review and approval

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