

Policy No: D-7

Subject: Financial Controls

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Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

Review Responsibility: Budget Committee

Policy Statement:

The President and Treasurer are responsible to certify that AASL has the appropriate financial controls and reporting in place to govern AASL funds.

Purpose:

To ensure AASL is following appropriate financial controls.

Procedure:

1. The Executive Director, in consultation with the AASL Executive Committee acting as the Budget Committee, shall be responsible for preparing and presenting the budget for approval by the AASL Board of Directors. The AASL Financial report shall be presented to the AASL members at the Annual Membership Meeting. (AASL Bylaws, Article 10)
2. The financial report shall be presented by the AASL Treasurer or designee.
3. The President and Treasurer will certify that:
 - a. annual financial report has been reviewed and to their knowledge is accurate
 - b. the report fairly presents the organization's financial condition and operation
 - c. with the assistance of the Executive Director, the President and Treasurer are responsible for establishing and maintaining internal control to make sure they are aware of needed information