

## I. FINANCIAL RECORDS REVIEW

### **Policy:**

The COMGA President will appoint a committee of no more than three (3) people to perform an annual review of chapter financial records. The review shall be done in the first quarter of each calendar year, absent extraordinary circumstances preventing such a review. The Board may also request review at any time, particularly if there is a change of Treasurer mid-year.

### **Procedure:**

1. The Financial Review Committee shall perform an annual review to verify the accuracy and reliability of the chapter's finances. The Treasurer cannot may not be a member of the committee but shall be present to provide records and where needed, context for financial transactions.
2. At its discretion, the committee may develop a standard form to complete the review.
3. The committee shall have the discretion to determine which months of the previous calendar year will be reviewed. At a minimum, the months reviewed shall include the following:
  - a. Review all discretionary and opportunity fund disbursements, regardless of when they occurred in the year
  - b. Review bank, investment and PayPal statements
  - c. Review monthly and year-to-date profit and loss reports
  - d. Review deposits
  - e. Review disbursements
  - f. Review monthly Treasurer's Reports for changes or corrections
  - g. Review disbursements to the Treasurer
  - h. Review previous review recommendations
  - i. Any other financial obligations or agreements.
4. The Treasurer shall provide access to all books and records.
5. The Review Committee shall document its findings and make a report to the COMGA Board with the results of the review, along with any recommendations to improve procedures. A copy of the report shall be kept with the minutes of the meeting, as well as with the Treasurer's records.
6. The report shall include any checklists used, and the original copy shall be kept with the COMGA records in the COMGA file cabinet located at the Deschutes County Plant Clinic Office.