

# **INTERNAL FINANCIAL CONTROL POLICY**

## **AUSTIN POLISH SOCIETY**

1. Bank statements must be presented and reviewed at each board meeting.
2. President and Vice President shall be given access to view bank account balances.
3. Cash collected at events must be counted by at least two witnesses.
4. A report of cash collected at events shall be delivered to the Treasurer and will include:
  - The amount of cash collected.
  - The names and signatures of two witnesses that counted the money.
  - The name of the person that will deposit the money.
5. The Treasurer will not make cash deposits.
6. Reimbursements to the Treasurer must be signed by President or Vice President.
7. All new vendors must be verified.
8. Bank statements shall be reconciled by persons that are not authorized to make deposits or withdrawals of any kind.

Adopted: Oct 18, 2018