



Oklahoma City Association of Health Underwriters

Policy & Procedures

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POLICY TITLE: Accounting Internal Controls

CLASSIFICATION: Finance

POLICY NUMBER: 2010-3

MOTION: Carrie Cox

SECONDED: Mike Brown

DATE SUBMITTED: July 13, 2010

DATE APPROVED: July 13, 2010

AMENDED:

RENEWED:

SUNSET DATE: July 13, 2013

PURPOSE: To protect from potential embezzlement losses

POLICY: To establish controls for check writing from, and reconciliation of, the Association's banking account(s)

PROCEDURE(S):

- After annual Installation of Officers, the President, 1st Vice President and Treasurer shall be added to the banking account(s) and prior year's Officers shall be removed from the banking account(s).
- Two signatures shall be required on every check. Signatures shall be performed after check is issued and no pre-signed blank checks shall be kept.
- Treasurer shall present a reconciled bank statement at each Board meeting or upon request at any time during the fiscal year.

FINANCIAL IMPACT: Implementation of this P&P shall incur no cost.

8/9/10
Date

Kare Spew
Attested by Secretary