



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: INTERNAL CONTROLS POLICY

I. **STATEMENT** - This policy is designed to maintain appropriate controls over the NHGFOA's financial activities.

II. **DEFINITIONS**

Financial Activities – These are activities within the Association that deal with budgets, cash receipts and expenditures.

Approval – For purposes of the procedures set forth within this Policy, approval via electronic means is acceptable.

III. **PROCEDURE**

A. **Revenues**

1. Responsibility of NH Municipal Bond Bank
 - a. Accept receipts
 - b. Deposit receipts at a minimum of once per week
 - c. Forward deposit receipts and detail of deposits to Treasurer within five (5) business days of deposit
 - d. Send copy of deposits to 2nd Vice President
2. Responsibility of Treasurer- Record transaction

B. **Expenses**

1. Responsibilities of Executive Committee
 - a. Approve all purchases excluded from subcommittee budgets before purchase occurs
 - b. Approve overall annual budget
 - c. Approve budgets for subcommittees
2. Responsibilities of Committee Chairperson – Approve appropriate invoices
3. Responsibilities of NH Municipal Bond Bank
 - a. Request approval of invoice from appropriate person
 - b. Send approved invoices to NHGFOA President or designee
4. Responsibilities of NHGFOA President – Prepare and sign manifest with approved invoices, or individual invoices, and forward to Treasurer

It is the intent of the NHGFOA to review this policy annually and update as necessary.

, Reviewed January 9, 2014

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5. Responsibilities of Treasurer
 - a. Pay approved invoices from President
 - b. Record transaction in check register
6. Signature for checks over \$5,000 – Both the Treasurer and President must countersign any checks above \$5,000

C. Reporting and Auditing

1. The 2nd Vice President will receive the monthly bank statement directly from the NH Municipal Bond Bank and will reconcile the bank statement monthly.
2. The 1st Vice President will review and approve the NHGFOA Bank Reconciliation.
3. At the close of each month, the Treasurer will forward the monthly check register to the 2nd Vice President for the bank reconciliation.
4. The 2nd Vice President will report to the Treasurer monthly the interest earned per the bank statement to be included in the Treasurer's Report.
5. The Treasurer will prepare monthly financial statements for the Executive Committee to include a summary of revenues and expenditures and a budget to actual review.
6. In accordance with the NHGFOA By-Laws, the Executive Committee shall appoint a committee of three (3) members to audit the Treasurer's books upon the close of the Association business year. A report of the Executive Committee's findings shall be made to the membership at the annual meeting. A CPA firm will complete tax forms required for annual reporting (990).

It is the intent of the NHGFOA to review this policy annually and update as necessary.

Adopted February 5, 2007

Revised April 20, 2007, September 1, 2011, Reviewed January 9, 2014