

Oklahoma State Association of Health Underwriters Policy & Procedures

Policy Title: **Financial Accountability**

Classification: **Administrative**

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Date Submitted: March 11, 2003

Date Approved: March 20, 2003

Purpose: To establish guidelines for proper fiscal accountability of the association.

- I. The Board of Directors shall determine the appropriate method of rectifying the association's book of accounts annually:
 - A. Review
 - B. Compilation
 - C. Audit

- II. The above determination may be done only by a quorum of the Board of Directors at a regularly announced Board meeting.

- III. Copies of this accounting shall be presented to the entire Board of Directors and maintained by:
 - A. Treasurer
 - B. Secretary in the Corporate Record Book.

- IV. The purpose of this policy is to clarify the proper timeline of this procedure as recommended by NAHU. It is further intended to allow each incoming Board of Directors to start with a clean slate and to further indemnify the members of each Board.