

USASA REGIONAL ACCOUNTING POLICY

GUIDELINES FOR REGIONAL ACCOUNTS:

The signatories on all Regional bank accounts shall be that of the elected officers.

There shall be two signatures on all checks over \$500.00. One signature shall be that of the Regional Treasurer. No check to the maker shall be signed by the maker.

All check requests shall be on the official form and must have original receipts, bids, quotes, or other appropriate documentation.

Cash transactions shall be verified by two (2) regional officers.

A copy of all reconciled bank statements shall be sent to the Regional Director and the USASA Treasurer monthly.

Use the same accounting software as USASA with the same basic account code structure.

All Regional accounts will be included in the USASA audit/review. If using the USASA tax ID#, send the yearend financial statement. If a Region has their own Tax ID# and incorporated separately, a CPA quality financial statement must be submitted.

Adopted July 19, 2003

effective: August 31, 2003