

# ABATE of Oregon, Inc.

## Financial Policies and Procedures

Revised: 13 April 2002

### State Report

In accordance with the BYLAWS of ABATE of Oregon, Inc., the Chapter Treasurer must submit a monthly financial report to both the State Auditor and the Chapter Coordinator. The first time a Chapter submits a monthly financial report will establish the day of the month that the State Auditor and Chapter Coordinator will expect to receive the report every month, unless other arrangements have been made with the State Auditor in advance.

### Requirements

It is essential that the State Auditor is able to verify each check payee and amount for every month, for every chapter. In accordance with the BYLAWS of ABATE of Oregon, Inc., the Chapter Treasurer must submit a monthly financial report in one of three ways:

1. The Quicken program with chapter report submitted on floppy disk.
2. A copy of the general ledger.
3. If two or less checks are written in the month, the Chapter Treasurer may submit a copy of the bank statement with payee notations made directly on the statement.

The monthly financial report must also include:

1. A copy of the the front of the Chapter's monthly bank account statement(s).
2. A copy of the back of each monthly bank statement which shows that the bank statement has been reconciled to the Chapter's cash balance.

The monthly financial report can be submitted in any of the following ways:

1. Hand delivered to the State Auditor at the monthly State Board Meeting.
2. Mailed directly to the State Auditor or to the State Post Office Box.
3. Faxed or Emailed directly to the State Auditor.

### Non-Compliance:

Failure of the Chapter Treasurer to submit the required financial information to the State Auditor on time, will result in the following consequences:

1. At the first monthly State Board Meeting following the Chapter's established reporting due date, any Chapter not in compliance will be put on probationary status by the State Board of Directors.
2. At the second monthly State Board Meeting following the Chapter's established reporting due date, any Chapter still not in compliance will not be allowed to vote at that State Board Meeting.
3. At the third monthly State Board Meeting following the Chapter's initial non-compliance in financial reporting, action will be taken by the State Board to recall the Chapter's Charter.

### Chapter Reports

Each month, the Chapter Treasurer should prepare a report of the financial status of each Chapter. The Chapter Financial Report should include the following:

1. Beginning bank balance
2. All bank deposits with detailed information regarding date of deposit and source(s) of revenue.
3. All checks written with detailed information regarding check date, payee, type(s) of expenses and amounts.
4. Ending bank balance.