



# Alpha Delta State Ohio Educational Foundation (ADSOEF)

## FINANCIAL MANAGEMENT POLICY

### OPERATING POLICY

**Effective Date: 2/18/2019**

**Review Date(s): 10/21/24; 11/20/2023; 6/19/2023**

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### I. PURPOSES

This policy establishes financial management standards

- A.** to protect the assets and manage the funds of ADSOEF;
- B.** to ensure accurate records of ADSOEF's financial activities;
- C.** to ensure that funds are used for the mission and purposes of ADSOEF;
- D.** to report the financial status of ADSOEF; and
- E.** to preserve the trust of ADSOEF stakeholders.

### II. FINANCIAL MANAGEMENT STANDARDS

- A.** ADSOEF follows Generally Accepted Accounting Principles (GAAP) and uses the modified cash basis for accounting.
- B.** An independent firm of Certified Public Accountants shall prepare and file IRS Form 990, the Compilation Report, and Ohio Charitable Registration annually.
- C.** The Board of Directors (BOD) shall make IRS Form 990 and the annual Financial Statement, Compilation Report, available on the ADSOEF website and as requested.
- D.** Reasonable and adequate insurance and bonding coverage shall be maintained to protect the BOD.
- E.** Every five (5) years, the BOD's registered statutory agent shall file Ohio Form 522 Continued Existence of Nonprofit Corporation.

- F.** The fulfillment of the Financial Management Standards are the responsibility of the BOD, the Treasurer, and the Finance Committee to administer consistently with Financial Management Procedures.