**Alpha Delta State Ohio Educational Foundation**



**FINANCIAL MANAGEMENT POLICY**

**OPERATING POLICY**

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

**Review Date(s):**

**Revision Date(s): 9/17/2020**

**Number of Pages: 2**

**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 shall make IRS Form 990 and the annual Financial Statement, Compilation Report, available on the Foundation website and as requested.

**D.** Reasonable and adequate insurance and bonding coverage shall be maintained to protect the Board of Directors.

**E.** Every five (5) years, the Board’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 Board of Directors, the Treasurer, and the Finance Committee to administer consistently with Financial Management Procedures.