NCPMC Financial Audit Committee Report

Memo

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| To: | The NCPMC Board of Directors |
| From: | Natalie Houghtby-Haddon, Committee Chair |
| cc: | Patty Morgan, Administrator |
| Date: | July 6, 2020 |
| Re: | Guidelines for the Separation of Financial Duties |

**W**hereas the NCPMC Board of Directors created a Financial Audit Committee at their 2019 Annual Meeting to oversee the financial records of the organization. Not because of any immediate concern of improper financial handling, but rather to assure proper separation of duties and internal controls for the organization.

**A**nd whereas, in the absence of explicit financial policy in the NCPMC Governing Documents, committee members Natalie Houghtby-Haddon, Chair, and Mary DeLorenzo invited the NCPMC Treasurer, Randy Harrison to work with them to analyze the current process for areas of reasonable separation. The Committee focused their collective efforts on drafting an appropriate policy and checklist to guide such separation of duties and internal controls for the organization to protect the Organization, the Board, and the Administrator.

**T**herefore, after thoughtful research, discussion, and review, the Committee recommends consideration of the attached policy and corresponding oversight checklist by the Board of Directors for adoption. Exact placement in the Governing Documents to be determined, though the Standard Operating Procedures (SOP’s) is the suggestion of the F.A. Committee.