

Financial Practices Checklist – FY 2022, As of June 30, 2022

The NCPMC Financial Oversight Committee has reviewed the relevant financial statements and documents of the Consortium and asserts that the financial assets of the Consortium have been managed during FY 2022 in accordance with the policies and procedures established by the Board of Directors of the National Certified Public Manager® Consortium.

/S/Natalie K. Houghtby-Haddon (Chair) and Walter McBride,
NCPMC Financial Oversight Committee 2021-2022

| CONTROL DESCRIPTION | CONTROL IN PLACE (YES/NO) | IF “NO”, DESCRIBE ANY DEFICIENCIES AND/OR REMEDIES |
|--|---------------------------|--|
| Receipts and Disbursements | | |
| 1. Treasurer and Financial Secretary are not the same person and are not in the same immediate family residing in the same household. | ✓ | |
| 2. The Treasurer receives a copy of the monthly Bank statement directly from the bank and reviews it against the Administrator’s transaction report. | ✓ | |
| 3. At least two persons are listed as authorized signatures on all accounts (Administrator and Treasurer). | ✓ | |
| 4. The Administrator has documentary support for all electronic payments. | ✓ | |
| 5. The Administrator has documentary support for all paper checks. | ✓ | |
| 6. The Administrator’s deposit log is reconciled with the bank statement’s record of deposits. | ✓ | |
| 7. Invoices are present for all payments from all accounts. | ✓ | |
| 8. The Treasurer has approved (signed and dated; filed dated email is acceptable) each invoice for payment. | ✓ | |
| 9. Payments were made after invoices were approved. | ✓ | |

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| 10. Financial policy and authority guidelines are written, approved, and reviewed annually by the Executive Committee. | ✓ | |
| REPORTING AND REVIEW | | |
| 1. All accounts are reconciled monthly. | ✓ | |
| 2. The Treasurer reviews bank reconciliation monthly – including bank statements, invoices, checks written, electronic payments made, and financial reports. | ✓ | |
| 3. The Administrator makes a detailed report of budget and designated fund activities to the Treasurer monthly, and the Treasurer reports to the Executive Committee at least quarterly. | ✓ | |
| 4. After the closeout of the previous fiscal year, the Financial Oversight Committee conducts an audit in accordance with the Policy guidelines. | ✓ | ** Outstanding Item for Audit Committee from FY 2021 Reviewed and completed |
| 5. The Financial Oversight Committee has reviewed the corporate financial statements and other documents and verified the integrity of the NCPMC financial system. | ✓ | ** Outstanding Item for Audit Committee from FY 2021 Reviewed and completed |
| 6. The Financial Oversight Committee reported on their findings and has made recommendations to the Executive Committee for improving the financial procedures of the organization. | ✓ | ** Outstanding Item for Audit Committee from FY 2021 Completed |
| TAX REPORTING REQUIREMENTS | | |
| 1. W-2s are issued for employees and/or 1099s are issued for nonemployee compensation by January 31 for preceding year (federal law requirement). | ✓ | |

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| 2. As necessary, payroll tax forms and deposits are completed as required for payroll amount and payroll reporting is completed for the IRS and SSA by appropriate due date for filing method. | N/A | |
| 3. All reports and forms, including corporate reports, are filed in a timely fashion with appropriate agencies to maintain the NCPMC in good standing as a 501(c)6 non-profit corporation. | ✓ | |

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|--|---------------------------|--|
| OTHER GENERAL REQUIREMENTS | | |
| 1. If appropriate, prepare list of all consortium property for insurance purposes – include item description, serial number, and value. | N/A | |
| 2. If appropriate, a list of safety deposit box account(s) and contents is available, and authority to access it is current (e.g., Administrator and Treasurer). | N/A | |
| 3. Computer records are secured, backed up and password protected. Administrative procedures are in place and followed to ensure that financial documents are secured, handled appropriately, and there are appropriate redundancies to ensure business continuity. | ✓ | |
| 4. The following information is presented at least annually to the Executive Committee and the NCPMC Board of Directors: <ul style="list-style-type: none"> • Adequacy of insurance coverage • System for recording the actions that have financial implications for NCPMC is in place, and running effectively, with appropriate backup systems in place as well. | ✓ | |