9. FINANCIAL CONTROLS POLICY

- **Banking:** All accounts must use the Corporation's legal name and EIN. At least two unrelated officers shall have view access.
- **Approvals:** No person may approve a payment to themselves. Two approvals are required for payments above $500 or another threshold adopted in the annual budget.
- **Documentation:** Every payment requires an invoice, receipt, contract, or written explanation.
- **Reimbursement:** Requests must be submitted within sixty days and identify the organizational purpose.
- **Cash:** Cash receipts must be counted by two people when practical and deposited promptly.
- **Contracts:** Contracts above $2,500 should receive at least two competitive quotations when practical and require Board approval.
- **Credit/debit cards:** Cards may not be used for personal expenses, cash advances, or undocumented purchases.
- **Reporting:** The Treasurer shall reconcile accounts monthly and provide transaction-level reports to the Board, with public reports redacted for privacy.
- **Whistleblower protection:** Good-faith reports of financial irregularity shall be investigated without retaliation.

Initial spending authority

Before adoption of the first annual budget, the Board may authorize reasonable formation expenses, filing fees, registered-agent fees, web hosting, insurance, banking, meeting costs, and professional services. Each authorization shall state a maximum amount and funding source.