

**ARIZONA CHAPTER  
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.  
FINANCE COMMITTEE  
STANDARD OPERATING PROCEDURES**

(sops)

REVISED 07/16/02

**Purpose:**

To manage the assets and monies of the Arizona Chapter of the IAAI in a fiscally responsible manner so as to support the chapter mission and activities while assuring accountability for chapter assets.

**Composition:**

The Finance Committee shall be a standing committee made up of three (3) Arizona Chapter members. The Chairperson shall be the 1<sup>st</sup> Vice President of the Chapter. The Co-Chairperson shall be the 2<sup>nd</sup> Vice President of the Chapter. The third member shall be a Chapter member selected by the President of the Chapter. The Chapter Treasurer and Store Manager shall attend all meetings.

**Duties:**

- 1) To conduct a full audit of the accounts of the Treasurer annually prior to the annual meeting and within 30 days of the assuming of the position by a new Treasurer.
- 2) To conduct a review of the last two quarters accounts prior to each meeting of the Board of Directors.
- 3) To establish procedures by which the budget and accounting of Chapter funds are administered.

**Budget:**

The fiscal year of the Arizona Chapter shall begin on October 1 of each year and shall end on September 30 of the following year. Per the chapter constitution the budget shall be established prior to the beginning of each fiscal year. Each standing committee and the Board shall submit a proposed budget to support their activities for the following fiscal year. The proposed budget shall be in a format prescribed by the finance committee. The board shall then compile and approve the chapter budget. The budget shall be a comprehensive document designed to support the committee and chapter activities for the year. Once approved by the Board of Directors the treasurer is authorized to disburse funds upon the request of the committee chairs or other authorized member up to the amount budgeted. Any expenditure exceeding the budget must be pre-approved by the Board, except that the President may authorize emergency expenditures necessary for the good of the chapter. Such emergency expenditures will be reported to the Board at the next board meeting.

**Revenues:**

All revenues and other correspondence shall be received by the secretary or designee who shall expeditiously deposit such revenues and forward receipts and deposit slips to the treasurer. All other correspondence will be forwarded to the officer or committee chair responsible for the function. (The Post office box should be checked at least every two weeks)

**Disbursements:**

The treasurer or designee shall be responsible for writing all checks drawn on the chapter account. There shall be a minimum of three authorized signers on the chapter account. All checks shall be disbursed in a timely manner but in no case should the time exceed two weeks from the time of receipt by the treasurer. Monies shall be disbursed only for expenses authorized in the budget or approved by the Board or in case of emergency, by the president.

**Accounting:**

The treasurer shall keep the accounts of the chapter in a form approved by the finance committee. At each regularly scheduled board meeting or upon request the treasurer will present to the finance committee for their review, all records, statements and checks for the preceding two quarters. Prior to the annual meeting a complete accounting for the past year will be accomplished by the finance committee. The treasurer will provide all records to the finance committee to accomplish that accounting.