

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: D-8 Page: 1 of 1 Effective Date: 3/04 Revision Date: 11/18 Review Date: 10/06, 10/08, 10/10, 11/12, 2/15, 11/20
<b>Subject:</b> SGNA Financial Controls	
<b>Review Responsibility:</b> SGNA Budget, Finance & Audit Committee	

**Policy Statement:**

The President and Treasurer are responsible to certify that SGNA has the appropriate financial controls and reporting in place to govern SGNA funds:

**Purpose:**

To ensure SGNA is following appropriate financial controls.

**Procedure:**

1. The President and Treasurer will certify that:
  - 1.1. the signing officer has reviewed the annual financial report and that, to their knowledge, it is accurate.
  - 1.2. the report fairly presents the organization's financial condition and operation, and they may rely on auditors reports and opinions for this purpose.
  - 1.3. with the assistance of SGNA's management company, the signing officers are responsible for establishing and maintaining internal controls to make sure they are aware of needed information.
  - 1.4. the signing officers have disclosed to the auditors any significant deficiencies or material weaknesses in internal controls or any fraud of which they are aware.
2. The organization will seek to have financial experts on its Budget, Finance and Audit Committee, and to the extent reasonably possible, the Treasurer shall possess all or some of this expertise.
  - 2.1. An expert is one who: understands Generally Accepted Accounting Principles (GAAP), has experience applying GAAP in accounting and financial reporting, has experience preparing and or auditing financial statements, has experience with internal controls and procedures for financial reporting, and has an understanding of audit committee functions.