



## HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

<b>Section:</b>	<b>Policy &amp; Procedures: FINANCIAL ACCOUNTABILITY, INFORMATION AND RECORD</b>		
	<b>Issued: 4/2023</b>	<b>Revised:</b>	<b>Page 1 of 1</b>

**Purpose:** The purpose of this policy is to affirm HANA's commitment to ensure the integrity of all data and information used to generate financial reports and reimbursement claims.

**Policy:** HANA is dedicated to complying with local, state, and federal fraud, waste, and abuse laws and conducting its activities in a professional and ethical manner that is free of inappropriate influences. Consistent with the core values of HANA

**Procedures:** Haitian American Nurses Association of Florida, Inc. will maintain a high standard of accuracy and completeness in its financial records. These records serve as the basis for (1) managing HANA's business (2) measuring and fulfilling HANA's obligations and (3) compliance with tax and financial reporting requirements.

The practices of the association will comply with the following requirements:

- The President and treasurer shall have full financial access to the association's financial accounts to conduct the affair of the association as reflected in the association's bylaws.
- The treasurer is essentially in charge of funds within the organization.
- Transactions will be executed in accordance with the board or specific authorization and access to assets is permitted only in accordance with such authorizations.
- For any check in the amount of \$500.00 or greater, it requires the signature of the president and the treasurer.
- All items or income and expenses will be entered on the financial records of the association and will be accurately and adequately described as appropriate for legitimate business purposes and as required by law, and in accordance with generally accepted accounting principles.
- Reports submitted to government authorities will be made accurately.
- The association board members, Chair, Co-Chair of the committees, and other members whose responsibilities fall within the administrative and financial areas must review and comply with these policy and procedures statements.
- For reimbursement, the treasurer must have a copy of the receipt of the expenses within a month of the expenses.
- Members must have the president's approval for purchase over \$100.00

Approved by:	Board of Directors
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