



F1-2 ACCOUNTING RECORDS

POLICY

The Treasurer is responsible to ensure that proper accounting records are kept over the transactions of the Foundation and the Take a Hike Programs it supports.

PROCEDURES

- (a) The accounts of the Foundation will be maintained in a general ledger system that will allow for preparation of proper accounting records;
- (b) All cash receipts and cash disbursements will be accounted for in the accounting ledger system; and
- (c) The accounting records will be reconciled on a regular basis to permit the accurate preparation of monthly financial information and annual financial statements.