

LMOA POLICY MANUAL
CHAPTER FOUR - Section 4.05 B
ADMINISTRATIVE INTERNAL RECORDS CONTROL

Date: October 17, 1983

SUBJECT: Administrative Internal Records Control
CONTACT: General Manager
Office Manager

I. POLICY

It is the policy of the LMOA Board of Directors to have a system of internal administrative control which relates to safeguarding of the Association's assets and providing reliable, sufficient data for the necessary decision making in managing the Association's affairs. The system of internal administrative control shall properly document administrative operations.

II. RESPONSIBILITIES

The General Manager and Office Manager are responsible to make and keep files, book, records, and accounts which present accurately and fairly a comprehensive documentation of the business and financial transactions of the Association.

III. REQUIREMENTS

- A. Filing system which has written guidelines to permit general staff use. The system is to be comprehensive.
- B. Reports, books, manuals, records cross referenced in files noting where they are kept.
- C. "Pending" information file and calendar which shows requests from Board of Directors or Board member. The Office Manager is responsible for this file and providing the information.
- D. Written records and correspondence will have a consistent format, be neatly presented, proof-read and errors corrected.
- E. All incoming mail will be date stamped as received.
- F. Dues collection handled under a written guideline.
- G. Association Membership lists will be kept updated.
- H. Annual Meetings of Members will be handled under a written guideline.
- I. All records will be kept in accordance with State and Federal Laws, and made available under State and Federal Law requirements.
- J. A Receipt Book will be kept and every cash transaction for the LMOA will be recorded and a receipt provided.
- K. A comprehensive record keeping process which covers all Association's transactions in business and finance.

IV. APPLICATION

The Office Manager shall develop guidelines.

REFER TO CHAPTER FOUR - Section 4.04 for Dates