



# Roseville Coalition of Neighborhood Associations

## POLICIES AND PROCEDURES—ADMINISTRATION/ Finance

### End of Year Audit Procedure

RCONA is a non-profit California corporation, and has tax-exempt status as determined under 501(C)(3) of the IRS codes. Two of the yearly corporate tax filings (federal and state) include the following figures: Gross Annual Revenue and Total Assets. To complete these reports, RCONA needs the year ending figures from each Neighborhood Association that was active during the corresponding year and using a bank sub account under the RCONA EIN# Account. This procedure shall be used for the year-end reporting.

### Procedures:

Responsible Party	Step	Action
<b>PART I NA Account Reporting</b>		
RCONA Treasurer	1.	<p>Early December, will send out a reminder that each NA using a sub-account of the RCONA account must report the following two (2) figures to the RCONA Treasurer by the following January 30th.</p> <ul style="list-style-type: none"> <li>• Gross Annual Revenue (totally income received during the current year).</li> <li>• Total Assets (for RCONA purposes this will be account ending balance as of Dec. 31<sup>st</sup> or the last banking day of the current year).</li> </ul>
NA Treasurer or NA President	2.	<p>Before Jan. 30th, send the two required figures via E-mail to the present RCONA Treasurer who will be preparing the consolidated report.</p>
<b>RCONA Treasurer's Reporting and Compilation</b>		
RCONA Treasurer or as assigned by President	3.	<ul style="list-style-type: none"> <li>• Will acknowledge receipt of the figures and contact the NA if there are any questions about the figures received.</li> <li>• Transfer all figures received into the RCONA End of Year Audit Compilation Form.</li> <li>• Update any Escrow funds being held into the RCONA End of Year Audit Compilation Form.</li> </ul>

RCONA Treasurer Or as assigned by President	4.	<ul style="list-style-type: none"> <li>• By Feb. 15<sup>th</sup>, complete end-of-year balance sheet /Financial Report for RCONA’s main account; Final should match end of year bank balance.</li> <li>• Transfer figures to RCONA End of Year Audit Compilation Form.</li> <li>• By Feb. 15<sup>th</sup> or as soon as possible after receiving all the figures from all the NAs, forward RCONA End of Year Audit Compilation Report and Treasurer’s Financial Report to the RCONA President or directly to the Auditing Committee chairperson as the President directs.</li> </ul>
<p><b>PART II</b></p> <p><b>RCONA Internal Audit Review</b></p> <p>Pursuant to Sec. 48 of Roberts Rules of Order, the Treasurer is required to make a full Financial Report annually, to be compiled and dated as of the last day of the fiscal year (being Dec. 31<sup>st</sup> for RCONA). The Financial Report would normally consist of a balance sheet showing the society’s assets, liabilities, and fund balance as well as an income statement, with opening and closing cash balances.</p>		
RCONA President	5.	Before the end of January of each year, appoint an Audit Review Committee consisting of three (3) RCONA Board Representatives (at least one must be an officer of RCONA other than the Treasurer). Declare the Treasurer’s Financial Report “referred to the Auditing Committee.”
RCONA Audit Review Committee Chairperson	6.	<p>Upon referral and receipt of the year-end Treasurer’s Financial Report and NA Audit Compilation Report (by Feb. 15<sup>th</sup>), call the Committee and Treasurer together to perform a sufficient review of the documents to satisfy the accuracy of the accounting.</p> <ul style="list-style-type: none"> <li>• Note beginning balance/ receipts/ sponsorships and grant sources/ disbursements/ ending balance.</li> <li>• Note changes to Inactive NA Trust amounts.</li> <li>• The Treasurer shall have available whatever materials might be needed to address any questions of the Committee.</li> </ul>

<p>RCONA Audit Review Chairperson</p>	<p>7.</p>	<p>Upon final verification of the two Reports, issue a certification that the Committee has found and accepted the Treasurer’s Reports. Forward the two Reports and certification to the RCONA Secretary to be entered into the official corporate records.</p>
<p>RCONA Secretary</p>	<p>8.</p>	<p>Use the final figures submitted to complete any/all corporate filings required.  *For reporting purposes, the trust account figure should be counted as part of the RCONA Total Assets.</p>

Adopted: July 17 , 2014