

# American Legion Auxiliary

## NATIONAL POLICY

### Disbursement of Funds

Reviewed by: National Finance Committee Reviewed On: 02-21-2020

Approving Body: National Executive Committee Date Approved: 08-29-2020 Next Review Date: **Spring 2023**

### Policy Statement

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain check signing and electronic disbursement of funds (ACH/EFT/Transfers) authority parameters as part of its overall system of financial internal controls.

### Policy

1. Checks written manually in the amount of less than \$50,000 shall require a single signature of the National Treasurer, Executive Director or Director of Finance.
2. Checks generated via the automated accounting system in the amount of less than \$50,000 for approved expenditures shall require the automated, and secured, signature of the National Treasurer.
3. Electronic disbursement of funds via the automated accounting system for approved expenditures in the amount of less than \$50,000 shall require written approval of the Executive Director or a designated director.
4. Checks written manually in the amount of \$50,000 or more for approved expenditures shall require two manual signatures. One of the signatures must always be that of the National Treasurer, Executive Director or the Director of Finance. The second signature may be obtained from a designated director, as authorized by the National Treasurer.
5. Checks generated via the automated accounting system in the amount of \$50,000 or more shall require two signatures. One of the signatures will be the automated and secured signature of the National Treasurer. The second signature may be obtained from the Executive Director or a designated director with signing authority, as authorized by the National Treasurer.
6. Electronic disbursement of funds via the automated accounting system for approved disbursements in the amount of more than \$50,000 shall require written approval of the Executive Director and the written approval of the designated director.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – include electronic disbursements parameters in financial internal controls	FC
02-21-2020	Policy - incorporate Executive Director and Director of Finance and parameters of signatures	FC
02-21-2020	Incorporate financial controls for electronic disbursements, thresholds and level of approvals	FC

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