

Financial Administration Policy

**A. General**

1. UANA is incorporated and is listed as a corporation in Indiana, USA, and registered with US Internal Revenue Service and has Employer Identification Number (EIN)
2. UANA is a 501 (c) 3 Corporation, this designation allows individuals or corporations donating money to UANA to deduct that amount on their personal tax return.
3. UANA files annually a US IRS 990 Tax Return for Non-Profit Organizations
4. UANA maintains a USD bank account with an FDIC-insured commercial bank in the United States.
5. Access to the UANA bank account records shall be maintained by the Financial Manager and the Secretary Treasurer.

**B. Travel Policy**

1. Unless specifically approved by the President or Secretary Treasurer, all air travel will be reimbursed by UANA once travel is completed.
2. All airfares and itineraries must be approved by the Financial Manager prior to booking.
3. Once air travel has been booked, the itinerary and receipt must forthwith be provided to the Financial Manager via email to [flights@uana-aquatics.com](mailto:flights@uana-aquatics.com)
4. Where possible, hotel accommodations will be booked directly by UANA.
5. Reasonable meal and local transportation expenses incurred during UANA-authorized travel will be reimbursed.

**C. Expense Reimbursement Policy**

1. All reimbursement requests must be submitted within 60 days of being incurred.
2. All reimbursement requests must be accompanied by an itemized receipt and proof of payment.
3. All expenses in excess of $500 USD require prior authorization in writing from either the President or Secretary Treasurer.
4. Where the Financial Manager believes a reimbursement request may be unreasonable, he shall consult with the Secretary Treasurer for a final determination. Where the expense is submitted by either of the President or Secretary Treasurer, then the Financial Manager shall consult with the other party or a Vice-President.
5. Any exceptions to the above must be authorized in writing by the President or Secretary Treasurer.

**D. UANA Disbursements Policy**

1. All UANA disbursements (including expense reimbursements, per diem payments, etc…) shall be made by way of USD cheque of wire transfer. UANA is not responsible for cheque processing or wire transfer fees imposed by a recipient’s banking institution.
2. Any payment by alternative means (cash, electronic transfer, etc…) must be authorized in writing by the President or Secretary Treasurer.

**E. UANA Financial Record Keeping**

1. Financial Manager will provide provides quarterly and Annual Statements to the Secretary Treasurer and President. Additional reports will be provided upon request of either the President or Secretary Treasurer.
2. Bank Account statements and copies of all backup for revenues and disbursements shall be maintained for at least 7 years - in hard copy or electronically.