

ALBERTA MUNICIPAL TAXATION PROFESSIONALS ASSOCIATION

FINANCIAL POLICY

The fiscal year of the Association shall be January 1st to December 31st.

BOOKS, RECORDS & AUDIT:

The books and records of the Association shall be available for inspection by any member. A member wishing to inspect the books or records must give reasonable notice to the Treasurer of their intention to do so.

The books, accounts and records of the Association shall be audited at least once per year by a duly qualified accountant or by two (2) members of the Association.

Audit of the books, accounts and records of the Association shall be audited by two (2) members voted at the Annual General Meeting. The members shall be Auditors for a two (2) year term.

An audited financial statement for the previous year shall be submitted to each annual general meeting.

BORROWING:

The Association may not borrow monies.

SIGNING AUTHORITY:

The President, Treasurer and Secretary shall be the signing authorities at the chosen financial institution.

The Association shall require one (1) signature for any financial transactions.

All transactions over \$500 must be approved at a general board meeting.

All payment vouchers shall be authorized by the President or Vice-President.

INDEMNITY OF DIRECTORS:

Subject to the provisions of the Societies Act, the Association will indemnify and hold harmless each current and past Director and their heirs, executors and administrators, respectively, against all costs, charges, damages and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that person may be made a party by reason of being or having been a Director of the Association, except such costs, charges, damages and expenses as are occasioned by their own willful acts of fraud, default, dishonesty or bad faith.

APPROVED UNANIMOUSLY BY THE AMTPA BOARD OF DIRECTORS AT THE MEETING HELD ON NOVEMBER 17, 2021.

Erin Bricker

PRESIDENT, ERIN BRICKER

CS

SECRETARY, CAROLINE SIVERSON

Stella Punko

TREASURER, STELLA PUNKO