

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
IDAHO CHAPTER
POLICY & PROCEDURES**

POLICY TITLE:	NABIP IDAHO Annual audit of accounts
CLASSIFICATION:	Finance
POLICY NUMBER:	10-05B-F
MOTION:	Terrie Trevino
SECONDED:	Phaedra Anderson
DATE APPROVED:	October 2024
SUNSET DATE:	2027

PURPOSE: Manage & audit accounts, assets and financial records of NABIP IDAHO.

POLICY: A review of NABIP IDAHO accounts, financial records & assets will be accomplished each fiscal year by the Executive Assistant and the NABIP IDAHO Treasurer.

Procedure:

- A.** The NABIP IDAHO President will direct the Treasurer to coordinate the inventory and audit of accounts.
- B.** The Treasurer will report the annual inventory and audit of assets to the NABIP IDAHO State Board at the June board meeting.

FINANCIAL IMPACT: Costs for auditing will be budgeted by Board in the annual budget.

Date

Attested by Secretary