

ASALH Audit and Finance Committee

February 17, 2022

Committee Members:

Gladys Mack, Chair

Jeff Banks

Marvin Dulaney

Aaisha Haykal

Valerie Holt

Sylvia Cyrus

The Audit and Finance Committee met on Friday, January 28, 2022 and will meet the last Friday of each month from 12:00 – 1:30 p.m.

The following information was reported by Michelle Pourceau, the Project Manager for the Howard/Mellon Grant.

- **Positive Feedback from Howard** - Howard University, Director of Research Development, reported this week “We are in the process of finalizing the year 2 subawards and the updated agreement will be forwarded as soon as it is ready for review.”
- **No new expenses/limited activity** - Work is proceeding on finalizing the January funded items only, which include a second “Reading Room” which is tentatively scheduled for March and work on the webpage. Miscellaneous assistance is ongoing.
- **New 2022 subgrant work pending** - Upon notification from Howard via email of the subaward documents, we will proceed with funding tasks associated completing year 2 of the grant. No work is being done for the ASALH conference opening session.
- **Reassess proceeding at the next A&F Committee meeting** – If documentation is not received by Howard prior to the next meeting ASALH should assess the need to reinstate activities to ensure 2022 goals will be achieved.

Action Item:

The Audit and Finance Committee recommended the following changes based on the recommendation from the accountant, Tina McIntyre. The link with the full memo from the accountant follows. [AFC-Memo.pdf \(asalh.org\)](#)

The Audit and Finance Committee moves that the Executive Council adopt three policy changes.

1. **Proposed Change: ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).**
2. **Proposed Change: All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).**

- 3. Proposed Change: Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.**
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Below is the detail for the proposed changes.

Proposed Policy Change:

ASALH's primary bank (Wells Fargo) does not require dual signatures for any checks presented (regardless of amount). Currently, ASALH mails all checks over \$5,000 to the Treasurer for signature (unless the payment was covered by a long-term agreement as outlined in the Procurement Policy). The Treasurer signs the check and accompanying Check Authorization Form (evidencing approval of payment).

I, Tina McIntyre, ASALH Accountant recommend the following changes to the current process to allow ASALH to operate more efficiently in processing invoices:

- 1. Current Policy:** All checks or orders of withdrawal over \$5,000 require two signatures, one of which is an officer. Recurring payments over \$5,000 covered by a long-term agreement (i.e., an agreement greater than six months) AND has been approved by the Audit and Finance Committee do not require a double signature for each monthly payment.

Proposed Change: ASALH checks (of any amount) require only one signature from an authorized check signer (President, Treasurer, or Executive Director).

- 2. Current Policy:** A Check Request Form (Hard Copy) must accompany every invoice and requires a signature by an authorized check signer. The Treasurer must sign all Check Request Forms for invoices over \$5,000.

Proposed Change: All invoices under \$5,000 will be approved electronically (via e-mail) by the Executive Director. All invoices over \$5,000 unrelated to a pre-approved contract or agreement will be sent to the Treasurer for approval electronically (via e-mail).

- 3. Current Policy:** Any checks payable to an authorized check signer require a signature from a different check signer.

Proposed Change: Any checks payable to an authorized check signer shall require a signature by someone other than the payee unless it is for \$500 or less (e.g., expense reimbursements supported by receipts) or if the expense has been authorized by the Executive Council.