

FINANCIAL CONTROLS POLICY

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Background

The iaedp Foundation is committed to maintaining strong financial stewardship, transparency, and accountability in all organizational operations. As a nonprofit organization entrusted with advancing education and professional excellence in the treatment of eating disorders, it is essential that financial resources are managed with integrity, appropriate oversight, and sound internal controls. In alignment with Generally Accepted Accounting Principles (GAAP), the Foundation adheres to best practices including accrual-based accounting, consistent revenue recognition standards, segregation of duties, documented internal control procedures, timely bank and account reconciliations, independent financial oversight, and clear financial reporting to the Board of Directors. These Financial Controls are established to safeguard assets, ensure accurate and reliable financial statements, promote compliance with applicable laws and regulations, and reinforce the fiduciary responsibilities of the Board of Directors and Support Team leadership.

Policy

The iaedp Foundation shall maintain and adhere to comprehensive financial controls governing the authorization, documentation, processing, and oversight of all financial transactions in alignment with GAAP. These controls include, but are not limited to, dual authorization requirements for significant unbudgeted disbursements, documented procedures for the transfer of funds, structured approval processes for expenditures and contracts, defined accounts payable workflows, credit and debit card usage standards, and periodic independent audits. The Executive Director, Finance Director, Director of Operations, Controller, Finance Committee, and Board of Directors each have defined roles within this framework to ensure appropriate segregation of duties, transparency, and financial integrity.

All financial activities of the iaedp Foundation shall be conducted in accordance with these controls to protect organizational assets and uphold the Foundation's commitment to responsible fiscal management.

Financial Controls Procedure

To implement the Financial Controls Policy, the iaedp Foundation shall adhere to the following procedures governing disbursements, approvals, contracts, and oversight:

1. Payment Authorization and Dual Approval

- a. All payments processed by the Support Team require authorization by two Support Team members.
- b. In instances where a payment is to be made directly to a Support Team member who is otherwise authorized to process payments, the payment must be issued by a different authorized Support Team member. This procedure is required to prevent self-authorization and to avoid any actual or perceived conflict of interest. The Chief Staff Executive is authorized to approve and remit payment for invoices up to and including \$5,000.00 USD, and previously authorized recurring payments without additional approval.
- c. All unbudgeted payments exceeding \$5,000.00 USD must receive prior approval from both the Treasurer and the President before processing.
- d. Once approval is obtained, payments are marked for release by the Chief Staff Executive and confirmed by a second Support Team Member specifically designated for this purpose to ensure segregation of duties.

2. Contract Review and Authorization

- a. Contracts with a total value exceeding \$5,000.00 USD must be reviewed and approved by the Treasurer prior to execution.
- b. The Board of Directors has authorized the Chief Staff Executive to sign contracts on behalf of the Foundation once written authorization has been received from the appropriate approving authority.

3. Accounts Payable Processing

- a. The Foundation processes accounts payable on or about the 15th and the last day of each month.
- b. The Chief Staff Executive is authorized to approve and process payment of recurring operating expenses that:
 - i. Are included within the Board-approved annual budget,
 - ii. Arise from contracts or agreements that have already received required approvals,
 - iii. Represent normal operating expenses of the Foundation; and
 - iv. Do not materially differ from previously approved amounts.
- c. Prior approval from the President and Treasurer is required before payment of:
 - i. Any expenditure not included with the approved budget,
 - ii. Any payment that materially exceeds the approved amount or represents an unusual or extraordinary expenditure; or
 - iii. Any payment otherwise requested by the President, Treasurer, Finance Committee, or Board.



- d. The Chief Staff Executive shall provide the President and Treasurer with a monthly accounts payable report listing all payments made during the reporting period, including the payee, amount, and purpose of each payment.

4. Invoicing and Receivables Oversight

Invoices are generated by the Accounting Team. Once created, invoices are managed by the Support Team for distribution, follow up, and collection to ensure timely receipt of funds.

5. Finance Committee Oversight

The Finance Committee meets on a regular basis to review financial reports, discuss pertinent financial matters, and provide oversight to ensure the continued integrity, stability, and soundness of the Foundation's financial health.

6. Authority to Transfer Funds Between Accounts

To ensure the timely and efficient management of the organization's financial obligations, the Chief Staff Executive is authorized to transfer funds between organizational accounts as necessary to maintain sufficient liquidity for operational expenses. Such transfers may be made at the discretion of the Chief Staff Executive when required to meet financial commitments, avoid service disruptions, or optimize cash flow across accounts.

The Chief Staff Executive will provide prompt notification of any such transfers to the President and Treasurer, including the amount, accounts affected, and the purpose of the transfer. This notification is intended to ensure transparency and appropriate oversight while allowing for responsive financial management.

All transfers executed under this authority will be documented in accordance with the organization's financial recordkeeping practices and will be available for review as part of regular financial reporting.

These procedures are designed to reinforce accountability, ensure appropriate oversight, and maintain strong internal controls in alignment with the Foundation's Financial Controls Policy.