1. All financial statement accounting must be **accrual** based and submitted to NDIA **monthly**

2. Chapters close all books monthly

3. Chapters prepare and deliver two monthly financial statements
   - Statement of Financial Position
   - Statement of Financial Activities

4. Chapters provide a monthly trail balance for all transactions

5. Chapters provide a monthly bank/PayPal/other fintech account reconciliation

6. Chapters provide a monthly investment account reconciliation

7. Chapters submit all above reports/statements/reconciliations by the 15th of the following month

8. Chapters submit to NDIA all revenue receipts monthly
   - Revenue receipts must include all supporting evidence for disbursements (invoices, check requests, contracts, etc.)

9. Chapters submit to NDIA Box.com all expense receipts monthly
   - Expense receipts must include all payment invoices and supporting expense documentation

10. Chapters must implement written procedures for check / ACH / Wire approval authority matrix
    - Must require double signature approval for payment
    - Must include specific payables thresholds requiring both Chapter and National review/ approval for large expenses/contracts

11. Chapters must develop and submit an annual budget and provide quarterly budget update reports
    - Reports are due by the 15th of the month following the end of the quarter

12. Chapters must provide National with read / write access for all Bank and Investment accounts

13. Chapters must provide read / write access to Chapter accounting software

Please email financial statements to [ChapterFinancesHQ@NDIA.org](mailto:ChapterFinancesHQ@NDIA.org) and [Chapters@NDIA.org](mailto:Chapters@NDIA.org)