

INTER-ACTING FINANCE POLICY

Finance Policy:

1. Purpose: The purpose of this finance policy is to establish guidelines for the financial management of Inter-Acting.
2. Responsibilities: The finance committee of Inter-Acting shall be responsible for the management of the company's financial affairs. The committee shall consist of at least three members appointed by the board of directors.
3. Budget: The finance committee shall prepare an annual budget for approval by the board of directors. The budget shall include all anticipated income and expenses for the upcoming fiscal year.
4. Accounting: Inter-Acting shall maintain accurate financial records, including income, expenses, and assets. All financial transactions shall be recorded in the company's accounting system, which shall be reviewed by the finance committee on a regular basis.
5. Banking: All funds received by Inter-Acting shall be deposited in the company's bank account. The finance committee shall authorize all disbursements from the account.
6. Financial Reporting: The finance committee shall provide regular financial reports to the board of directors, including income statements, balance sheets, and cash flow statements. The reports shall be prepared on a monthly basis and presented at each board meeting.
7. Auditing: Inter-Acting's financial records shall be audited annually by an independent auditor. The audit report shall be presented to the board of directors.
8. Conflict of Interest: Members of the finance committee and board of directors shall disclose any potential conflicts of interest related to financial matters. Conflicts of interest shall be managed in accordance with the company's conflict of interest policy.