

POLICY TYPE: MEMBER

POLICY TITLE: ACCESS TO FINANCIAL INFORMATION

POLICY STATEMENT

Members are provided with a copy of the audited financial statements annually. They are included in the AGM pre-circulated information, and a motion to accept is called for by the Council each year. Members are then invited to ask questions. Should there be a requirement for information outside of an AGM, members may request further access to specific financial information from the Association.

POLICY

As per Bylaw 6.8.4, the Association's financial records may be inspected by any member of the Association at any time, upon giving reasonable notice and arranging a mutually satisfactory time with the responsible officer.

PROCEDURE

Requests are subject to the following process:

- 1) the member must indicate in writing the reason or purpose for wanting this information; and
- 2) the member must provide in writing to the Council the specific information they require; and
- 3) when the permission is granted, the member must agree to access the requested information at the AAO office.
- 4) the member will pre-arrange a time suitable with the CEO of the Association, and view the information at the AAO office; and
- 5) no copies of the AAO financial information will be taken by the member.

Approved:	February 13 2019
Revised:	
Note:	
Monitor Date:	
Monitoring	This policy shall be reviewed and discussed by the Council.