

**Section X**  
**Finance and Accounting of the Association**

111. The Board shall cause to be prepared Balance Sheet and Income Statement once a year to be audited by the Certified public accountant by February of the following year. Accounting period of the Association ends on December 31 of the year.
112. The Board shall cause to be prepared the past year performance report of the Association to present to the general meeting of the Association.
113. The auditor elected by the general meeting of the Members shall have the power to examine all accounting books and all financial documents of the Association, and the auditor shall have the right to question the Directors as well as personnel of the Association handling such accounting and documents. The Directors and the involving personnel shall provide assistance and facilitate such examination.
114. The accounting books and financial documents of the Association shall be kept at the premise of the Association, and shall be in the responsibility of the financial officers or any personnel assigned by the Board.
115. Cash of the Association shall be deposited with Commercial Bank(s) or financial institutions located at the same province as that of the Association with the approval of the Board.

Withdrawing and depositing money, authority to pay, keeping the petty cash on hand, and investment management shall be executed in accordance with the provision prescribed by the Board.

The expenses of the Association shall be reimbursed in the actual amount incurred. Should any working units wish to withdraw any expense for the operation of the Association, the said units shall verify with the accounting department to check whether such expenditure is set in the budget of the Association or under the expenditure budget of any special project and having been approved by the Board. Having verified, the withdrawing units shall prepare an invoice in such forms prescribed by the Association as well as attaching the approved documents to process and evidence of payment signed by the withdrawer to be submitted for the approval of the proper authority before forwarding to financial unit to process.