

1 Financial Policy for Monthly Audit of Payments to States

2 Adopted by the ASLP-IC Executive Committee on <enter date>

3 Effective Date:

4 Policy History

5 This policy was originally drafted by the ASLP-ICC Rules and Finance Committees and
6 forwarded to the Executive Committee in January 2026.

7 Scope:

8 This policy applies to the ASLP-IC, its Secretariat, and the ASLP-IC member states.

9 Purpose:

10 This policy establishes the process for the ASLP-ICC to make monthly payments to the
11 ASLP-IC member states. The ASLP-ICC collects state fees on behalf of each member state
12 which sells ASLP-IC privileges to practice. Those fees are returned to the state via check or
13 ACH transfer from the ASLP-ICC.

14 Policy Statement:

15 In accordance with the ASLP-IC Commission's rules and procedures, the ASLP-ICC shall
16 remit 100 percent (100%) of the State Fee to each state for which it collected state fees.

17 Overview

18 All transactions are settled the day following their purchase.

- 19 • Settled transactions are those that have been batched and paid in an
20 Authorize.net daily transaction.
- 21 • Weekly Reports include transactions purchased from Friday through Thursday
22 and settled in CompactConnect from Saturday through Friday.
- 23 • Monthly Reports include transactions settled from the first to the last day of the
24 month. These may include purchases made on the last day of the previous month
25 through the next-to-last day of the current month.
- 26 • Example: A report for October would include transactions settled between
27 October 1 and October 31, with purchases made between September 30 and
28 October 30.
- 29 • The Secretariat staff will maintain an up-to-date list of all states and their
30 designated payment methods (check or ACH) on the shared drive to ensure
31 accessibility for both the Secretariat and Compact staff.

32 **Reconciliation of Daily Transactions**

33 The Executive Director (ED) or their designee shall verify that daily deposits match
34 the settled transaction reports, ensuring that the total deposit aligns exactly with
35 the reported dollar amount.

36 **Weekly Reconciliation**

37 The ED or their designee shall confirm that weekly reports accurately reflect the
38 total dollar amount and number of transactions per state, based on the compilation
39 of the verified daily reports.

40 **Monthly Reconciliation**

41 The ED or their designee shall verify that the cumulative totals from the weekly
42 reports match the monthly report, both in total dollar amounts and number of
43 transactions per state.

44 Once verification is complete, the ED or designee will prepare a monthly payment
45 summary listing:

- 46 • Each state eligible for payment
- 47 • The number of privileges settled in that state during the previous calendar
48 month
- 49 • The corresponding dollar amount to be disbursed

50 This summary, along with the monthly statement, shall be emailed to the Treasurer
51 for review.

52 Supporting documentation of approved payments will be stored in the Accounts
53 Payable folder maintained by the Secretariat for a period of at least seven (7) years.

54 **Treasurer Review and Payment Authorization**

- 55 • The Treasurer shall review the monthly payment summary and email either
56 approval or questions back to the ED.
- 57 • Payments approved by the Treasurer shall be issued via check or ACH transfer.
- 58 • If approval is received after the 15th, payments must be issued within two
59 business days.
- 60 • Any questions from the Treasurer should be addressed within one business day
61 to ensure timely disbursement.
- 62 • The Treasurer's written approval must be shared with both the ED and the
63 Secretariat staff member(s) responsible for processing payments.
- 64 • Verification shall be completed by a staff member independent from the person
65 responsible for initiating payments whenever possible.

66 **Payment Processing**

67 Upon receiving approval:

68 Starting on the 15th of each month, the Secretariat staff shall initiate payment for
69 approved transactions through the Bill Pay system (for checks) or via ACH transfer
70 within two business days.

71 The payment memo shall clearly indicate the month the payment covers.

72 The Secretariat staff will provide the ED or their designee with a list of all payments
73 issued, including:

- 74 • State name
75 • Date of issuance
76 • Check number (or ACH confirmation date)

77 **Reporting to States**

78 The ED shall send each state a monthly report summarizing all privileges issued
79 during the prior month. This report will include:

- 80 • A list of each individual transaction
81 • The total amount paid to the state
82 • The date and number of the check, or the date of the ACH transaction