

**The American Institute of Architects Japan Chapter (AIA Japan)
Audit Policy**

(Adopted January 1, 2019)

1. Fiscal Year

The fiscal year of AIA Japan shall end on December 31st of each year.

2. Quarterly Review of Financial Statements by Board of Directors

Treasurer shall provide a quarterly financial reporting to the Board of Directors and alert the Board, if applicable, regarding revenue or expense items that are likely to deviate significantly from the budget. The Board shall then decide on whether and how to amend the budget at each reporting.

3. Year-End Closing**1) Review by Independent Accountant**

The year-end closing financial statements shall be prepared and reviewed by an outside CPA or tax accountant according to the format defined by law.

2) Review and Approval of Financial Statements

The year-end financial statements shall, then, be reviewed and approved by Auditor, who then forward them to the Board of Directors for its approval.

3) Approval of Financial Statements by General Assembly

The Board of Directors shall include the financial statements with the invitation to the regular general assembly, which shall be sent to each individual member of AIA Japan.

At the regular (annual) general assembly, the Board of Directors shall present the financial activities, and request approval of the financial statements of the preceding fiscal year through the normal approval process of the general assembly defined in the bylaws of AIA Japan.

4. Publication and Safekeeping of Financial Statements

The financial statements approved by the general assembly shall be accessible on the web site for 5 years after the day of the general assembly, and their paper copy with the signature of the Auditor and President of the year in question shall be kept in file for 10 years in accordance with the law of Japan.