



## CDISC Financial Policy

### Revision History

Date	Revision	Description	Author
4 March 2004	0.1	Original	Financial Oversight Committee
13 May 2004	0.2	Modifications	Board of Directors
13 May 2004	1.0	Approval	Board of Directors
April 2006	1.1	Refinement	Financial Oversight Committee
24 April 2006	1.1	Approval	Board of Directors
June 2006	1.2	Modifications	Operations
6 March 2007	1.3	Modification	Operations

# CDISC Financial Policy

## 1 Introduction

CDISC is an open, multidisciplinary, non-profit organization committed to the development of industry standards to support the electronic acquisition, exchange, submission, and archiving of clinical trials data and metadata for medical and biopharmaceutical product development. The mission of CDISC is to develop and support global, platform-independent data standards that enable information system interoperability to improve medical research and related areas of healthcare

### 1.1 Purpose

In order to ensure sufficient management of the financial dealings of the organization, without undue interruption of operational service, the following policies are in place for all finance-related business

As CDISC is a non-profit organization, it must adhere to stringent rules regarding the spending of funds received from its sponsors and members and the reporting of such. The Financial Oversight Committee was established to have oversight of how CDISC is spending and investing the funds it receives to ensure CDISC is in accordance with its Bylaws, Strategic Plan, Governance Document and basic principles.

For more information on CDISC, its Bylaws, Strategic Plan, and Policies, please see the CDISC website at [www.cdisc.org](http://www.cdisc.org).

### 1.2 Authority

This document is approved by the CDISC Board of Directors and should be followed by the CDISC Board of Directors and all who provide services to CDISC.

### 1.3 References

The following information sources are referenced in this document:

- CDISC Website: [www.cdisc.org](http://www.cdisc.org)
- CDISC Bylaws
- CDISC Strategic Plan

## 2 Financial Policies of CDISC

- Current signators of CDISC are the President and the Treasurer/Director of Finance and Operations. This is subject to change based on annual review by the FOC.
- Checks in an amount exceeding \$10,000.00 must have two signatures.
- The position of Treasurer will be reviewed by the FOC annually, with a recommendation made to the Board of Directors for decision bi-annually, per the CDISC Bylaws.
- All consulting agreements regardless of threshold must be reviewed and approved by the FOC to warrant their necessity and terms, before being signed by either party. No payments for time or expenses will be paid to a vendor without a signed consulting agreement.
- Invoices and expense reports (with supporting documentation) must be submitted to CDISC Accounts Payable within 30 days of said expense. Expenses, reimbursable to either employees or vendors, will not be paid if the expense is more than 90 days old.
- All valid invoices and expenses will be paid by CDISC within 30 days of receipt by CDISC Accounts Payable.
- All financial documents are to be stored in a safe location for a minimum of three years, available for inspection during local business hours by contacting the Director of Finance and Operations. With respect to continuing activities involving non-staff personnel paid by CDISC, there are certain principles agreed upon by the Board, as follows:
  - CDISC will use volunteers whenever/wherever possible for CDISC activities.
  - CDISC will continue to provide sufficient support to ensure consistency and continuity across all projects.
  - CDISC will provide a stipend for no more than one paid technical leader/facilitator for each project.
  - CDISC will avoid paying a stipend to Board members for team leadership or instructor activities.

- The commitment and approval authority is as follows:

<b>Approval Level</b>	<b>Amount</b>
Treasurer	Up to \$10,000
President/CEO or COO	Up to \$25,000
FOC	Up to \$50,000
Board	Any amount

- CDISC will have a corporate credit card available to each employee. Following are the policies for this corporate credit:
  - Each employee will have their name on the credit card, but the charges will be centrally billed to CDISC.
  - No less frequently than monthly, each employee will turn into the Director of Finance & Operations, an expense report detailing all charges made to the credit card with original receipts attached.
  - The credit card will be paid in full each month so no balance is carried forward and therefore no interest charges are applied.
  - Charges made on the credit card are for CDISC business only.
  - If any employee is found abusing their corporate credit card, they will relinquish the card and the appropriate disciplinary action will take place.

### **3 Authorization**

This document has been authorized by:

Name	CDISC Board of Directors
Date	6 March 2007