

Handcrafted Soap Makers Guild, Inc

Organizational Policy

May 10, 2006

Standards for Financial Reporting at the Annual Meeting

Standards for Financial Reporting at the Annual Meeting were developed as a guide to assist the Board of Director's of the Handcrafted Soap Maker's Guild in meeting the applicable legal, regulatory and ethical requirements in the process through which financial information is reported to the general membership.

All members attending an annual meeting of the HSMG will receive in writing the following documents. These documents will be included in a membership packet which will be distributed to the members of the HSMG before the start of the annual meeting.

- Profit and Loss Statement
- Balance Sheet
- Audit Report

Exceptions

Any exceptions to these policies other than State or Federal mandated reporting requirements must be presented to the general membership in the form of a motion at the annual meeting in which the exception is being proposed. Approval of any exceptions requires a majority vote of the general membership present and voting.

Written by

Policies, Procedures and Bylaws Committee
(at the direction of the general membership in the form of
motions from the 2006 Annual Meeting)

Approved by the

Board of Directors
August 29, 2006