

Linguistic Society of Japan Accounting Rules

Article I (Purpose)

The Linguistic Society of Japan has adopted the following rules for accounting in order to establish particulars necessary for the management of the accounts of the Linguistic Society of Japan, to clarify the status of the Society's income, expenditures, and property, and to insure that all the funds entrusted to the Society by its members are used effectively in accordance with the objectives specified in Article II of the LSJ Constitution.

Article II (Accounting Officer)

The President shall be the Officer responsible for matters of accounting.

Article III (Accounts Manager)

The Secretary-general shall manage the accounts of the Society. However, Grants-in Aid for Scientific Research (KAKENHI) accounts shall be managed separately.

Article IV (Management of Grants-in Aid for Scientific Research (KAKENHI) Accounts)

Separate, dedicated accounts shall be established for Grants-in Aid for Scientific Research (KAKENHI) funds and such funds shall not be mixed with funds from other sources.

2 A Standing Committee shall be designated for the management of Grants-in Aid for Scientific Research (KAKENHI) funds.

3 When Grants-in Aid for Scientific Research (KAKENHI) funds are received, a dedicated bank account shall be opened; such bank account shall be closed immediately prior to the end of the term of funding.

Article V (Budget)

The President shall prepare a draft budget and shall present it at the first meeting of the Board of Councilors each fiscal year. The budget approved by the Board of Councilors shall be reported at the General Membership Meeting.

Article VI (Accounting Procedures)

All transactions shall be handled based on documentary accounting evidence such as receipts and shall be recorded in the books of accounts.

Article VII (Settlement of Accounts)

The Accounts Manager and the Standing Committee for the management of Grants-in Aid for Scientific Research (KAKENHI) funds shall each prepare and submit to the President a draft settlement of accounts. A statement of accounts shall be prepared following the direction of the President. After the statement of accounts and related documents have been audited by the Auditors of the Society and approved by the Board of Councilors, they are to be reported at the General Membership Meeting.

Article VIII (Period for Retention of Accounting Documents)

Accounting documents shall be retained for a period of five (5) years. The period for retention shall be calculated from day following the last day of the fiscal year. Documents for which the period for retention has expired may be disposed of with the approval of the President.

Article IX (Outsourcing of Accounting Operations)

The President may outsource portions of accounting operations.

Article X (Transactions with Financial Institutions and Custody of Seal)

Deposits accounts shall be held in the name of the President.

2 The President shall maintain possession of the LSJ seal and shall use the seal when making withdrawals or deposits.

3 Notwithstanding the provisions of the preceding paragraph, with the approval of all Auditors, the President may designate another person to maintain custody of and to use the LSJ seal. However, the initiation or termination of transactions with a financial institution must be approved by the President.

(June 21, 2008)
(Revised June 20, 2009)