

II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Two members of the board will be appointed by the board to be authorized signers on the bank accounts
5. Reviews and approves all contracts over **(\$100,000)**
6. Reviews and approves all non-budgeted expenditures over **(\$100,000)**
7. **Reviews and advises staff on internal controls and accounting policies and procedures**
8. **Determines whether the organization should have an audit and, if so, chooses and contracts with the auditor**

Executive Director/Chief Executive Officer

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. Reviews and approves all contracts under **(\$100,000)**
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Is on-site signatory for all bank accounts
8. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
9. Oversees the adherence to all internal controls

Operations Manager (Finance Director)

1. Approves all program expenditures (may be done by a Program Manager at larger organizations)
2. Monitors program budgets
3. Reviews all payrolls and is responsible for all personnel files
4. Reviews and manages cash flow
5. Reviews and approves all reimbursements and fund requests
6. Processes all inter-account bank transfers
7. Assists Executive Director with the development of annual and program budgets
8. Reviews all incoming and outgoing invoices

Accounting Policy And Procedure Manual

Michelle Harris



Accounting Policy And Procedure Manual:

Accounting Policies and Procedures Manual Steven M. Bragg, 2007-09-17 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry Policies and Procedures Manual Michelle Harris, 2017-03-23 A complete set of policies and procedures WITH DOWNLOADABLE FILES INCLUDED for your organization whether you re just starting out or need to add some control to your existing operations Policies and procedures are an integral part of eliminating fraud reducing operational errors and reducing inefficiencies The Complete Set includes the following policies and procedures CORPORATE AND GENERAL Policy Review Ethics Policy Segregation of Duties Account Reconciliation Policy Internal Control Over Spreadsheets Relationship with External Auditors Standard Document Retention Policy Physical and Data Security Facility Environmental Protection HUMAN RESOURCES Employee Standards of Conduct Business Expense Reimbursement Policy Company Car and Car Allowance Policy Employee Training Policy Misappropriation of Assets and Other Dishonest Acts Employee Dress Code Virtual or Remote Work Policy Flexible Work Schedule Policy Personal Leave Vacation Policy Leave of Absence with Pay Leave of Absence without Pay CASH AND BANKING Cash Bank Accounts Bank Account Reconciliation Petty Cash Funds Employee Advances Unclaimed Property Credit Card Policy ACCOUNTS RECEIVABLE Customer Accounts Receivable Customer Credit Procedures Write off of Uncollectible Receivables Bad Debt Cash Discount and Unsaleable Allowances Accounts Receivable Reconciliation Intercompany Accounts INVENTORY Inventory Accounting and Control Inventory Reserves Cycle Counting Physical Inventories FIXED ASSETS Fixed Asset Accounting Policies Capital Project Requests Additional Capital Request Capital Post Completion Review Disposal or Impairment of Property Depreciation and Useful Life Accounting for Leases OTHER ASSETS Prepaid Expenses Other Assets Goodwill and Trademarks LIABILITIES Accounts Payable Policy Vendor Invoice Approval Material Returned to Vendors Customer Credits Issued Sales and Use Tax on Purchases Payroll Accrual Liability Accruals Expense Inventory and Capital Recognition Bonus Awards Incentives Awards Sales Commissions INCOME STATEMENT Revenue Recognition of Shipments Revenue Recognition of Services Inventory Costing and Valuation Control of Trade Marketing Programs Membership Association Fees Interest and Other Income Non Recurring and Unusual Gains and Losses Profit or Loss on Sale of Assets Key Performance Indicators COMPUTER INFORMATION SYSTEMS Disaster Recovery Policy

and Procedure Backup Requirements Software Maintenance and Licensing Policy Computer System Use Responsible Use of Company Email Use of Company Internet Company Printer Policy Access Control Policy Computer Electronic Equipment Disposal Password Policy Overview

So you've created a successful business investing countless hours, volumes of energy and sweat and maybe even a few tears. Now it's time to protect that business from lost profits, errors, and even fraud. A solid set of policies and procedures can provide a foundation for a strong and successful operation, resulting in increased efficiencies, increased profit, and reduced risk of error and fraud. This complete set of policies is a simple step in implementing policies and procedures in your organization. The information presented provides a building block to create policies and procedures that fit your unique organization.

Accounting Policies and Procedures Manual Bizmanualz, 2004

Accounting Policies and Procedures Manual Easily create your accounting Policy Manual to Control Cash Assets Purchasing and Department Administration Procedures. This Manual can help you quickly create and implement a system of accounting policies and procedures. These easily editable procedures provide the internal control needed to protect your business as well as comply with generally accepted accounting practices and regulations like Sarbanes Oxley. Thoroughly researched and reviewed by industry experts, these pre-written policies and procedures are based on years of experience in areas such as travel and expense, receiving, procurement, purchasing, shipping, auditing, accounts payable and receivable, and cash drawer practices. Developing policies and procedures are listed as a key control activity in the COSO publication *Internal Control Integrated Framework*. The Securities and Exchange Commission (SEC) and the Public Company Accounting Oversight Board (PCAOB) both point to this COSO document as an example of internal controls that comply with Sarbanes Oxley requirements. Designed for busy professionals like CFOs, Controllers, Accounting Managers, and Business Owners, the *Accounting Policies and Procedures Manual* can save you hundreds of hours in research, development, writing, and review of needed procedures for control and compliance. It will improve business performance by developing consistency and standards. It contains 39 accounting procedures that cover over 150 accounting activities, 54 supporting accounting forms, and a guide to embezzlement prevention. This new edition also includes updated and complete job descriptions for every job referenced in the text. There is no need to start from scratch; it has already been done for you.

Accounting and Finance Policies and Procedures Rose Hightower, 2008-07-21

Policies and procedures are the foundation of internal controls for organizations. Taking a complicated subject and breaking it into manageable components, this book enables you to hit the ground running and significantly accelerate your completion of a solid policies and procedures program. Comprehensive and practical, this useful book provides you with sample documents you can personalize and customize to meet your company's needs.

Accounting and Finance Manual United States. Defense Logistics Agency, 1980

Policies and Procedures Manual for Accounting and Financial Control Douglas W. Kurz, 2003-05

Internal Controls Policies and Procedures Rose Hightower, 2008-10-13

Drawing on her many years as a consultant to numerous companies, big and small, author Rose Hightower infuses *Internal*

Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today s accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas

Policies and Procedures Manual for Accounting and Financial

Control Douglas W. Kurz,Dawn K. Rhodes,2000-07 [The Accounting Procedures Guidebook](#) Steven M Bragg,2018-07-11

The typical business needs a system of policies and procedures in order to reduce errors minimize fraud and maintain tight control over its operations The Accounting Procedures Guidebook contains the detailed procedures and forms needed for every accounting system from accounts payable to treasury as well as for such operational areas as order entry shipping purchasing and receiving Procedures are separately stated for manual and computerized accounting systems The book also addresses how to create and enforce procedures as well as when to update them In short this book provides the baseline policy and procedure information needed to enhance the operations of any business

Accounting Manual for Federal

Credit Unions United States. National Credit Union Administration,1974

Accounting Policies and Procedures

Manual Steven M. Bragg,2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for

Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry [Accounting Guide](#) AICPA,2019-11-19 It is critical to

understand the complexities of the specialized accounting and regulatory requirements needed for the broker dealer industry This comprehensive guide has been designed to be beneficial for a wide range of professionals within the broker dealer industry Updates to this edition are to conform the content to current accounting standards and regulatory requirements The updates include SEC Release No 34 86073 Amendment to Single Issuer Exemption for Broker Dealers ASU No 2018 09 Codification Improvements and SEC Release Nos 33 10532 34 83875 IC 33203 Disclosure Update and Simplification In addition this edition features a new example disclosure note for revenue from contracts with customers which has been added to the guide s illustrative financial statements and footnote disclosures

Standards for Internal Control in the Federal Government United States Government Accountability Office,2019-03-24 Policymakers and program managers are continually seeking ways to improve accountability in achieving an entity s mission A key factor in improving accountability in achieving an entity s mission is to implement an effective internal control system An effective internal control system helps an entity adapt to shifting environments evolving demands changing risks and new priorities As programs change and entities strive to improve operational processes and implement new technology management continually evaluates its internal control system so that it is effective and updated when necessary Section 3512 c and d of Title 31 of the United States Code commonly known as the Federal Managers Financial Integrity Act FMFIA requires the Comptroller General to issue standards for internal control in the federal government

Accounting Policy and Procedures Manual Iowa. Department of Revenue & Finance,1988 *Law Office Policies, Procedures, and Operations Manual* Marcia Watson Wasserman,Cynthia Thomas (Law firm management consultant),2022 This manual contains all the information you need to prepare your own staff manual regardless of the size of your firm

ISO 22000 Standard Procedures for a Food Safety Management System Bizmanualz,2008 Collection of guidelines forms and legal documents designed to assist companies in the food industry to gain ISO certification

Ask a Manager Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York s work advice columnist comes a witty practical guide to 200 difficult professional conversations featuring all new advice There s a reason Alison Green has been called the Dear Abby of the work world Ten years as a workplace advice columnist have taught her that people avoid awkward conversations in the office because they simply don t know what to say Thankfully Green does and in this incredibly helpful book she tackles the tough discussions you may need to have during your career You ll learn what to say when coworkers push their work on you then take credit for it you accidentally trash talk someone in an email then hit reply all you re being micromanaged or not being managed at all you catch a colleague in a lie your boss seems unhappy with your work your cubemate s loud speakerphone is making you homicidal you got drunk at the holiday party Praise for Ask a Manager A must read for anyone who works Alison Green s advice boils down to the idea that you should be professional even when others are not and that communicating in a straightforward manner with candor and kindness will get you far no matter where you work Booklist starred review The

author's friendly warm no nonsense writing is a pleasure to read and her advice can be widely applied to relationships in all areas of readers lives Ideal for anyone new to the job market or new to management or anyone hoping to improve their work experience Library Journal starred review I am a huge fan of Alison Green's Ask a Manager column This book is even better It teaches us how to deal with many of the most vexing big and little problems in our workplaces and to do so with grace confidence and a sense of humor Robert Sutton Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way Erin Lowry author of Broke Millennial Stop Scraping By and Get Your Financial Life Together Policy and Procedures Manual for Guidance of Federal Agencies: Accounting principles and standards and internal auditing guidelines United States. General Accounting Office,1957 **The Book of Company Policies** National Institute of Business Management,2001 **Federal Information System Controls Audit Manual (FISCAM)** Robert F. Dacey,2010-11 FISCAM presents a methodology for performing info system IS control audits of governmental entities in accordance with professional standards FISCAM is designed to be used on financial and performance audits and attestation engagements The methodology in the FISCAM incorp the following 1 A top down risk based approach that considers materiality and significance in determining audit procedures 2 Evaluation of entitywide controls and their effect on audit risk 3 Evaluation of general controls and their pervasive impact on bus process controls 4 Evaluation of security mgmt at all levels 5 Control hierarchy to evaluate IS control weaknesses 6 Groupings of control categories consistent with the nature of the risk Illus

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of Incentives in Procurement and Regulation., The Economic Journal, Volume 105, Issue 428, 1 January 1995, Pages 193-194, ... The New Economics of Regulation Ten Years After by JJ Laffont · 1994 · Cited by 542 — KEYWORDS: Regulation, incentives, asymmetric information, contract theory. INDUSTRIAL ORGANIZATION IS THE STUDY OF ECONOMIC ACTIVITY at the level of a firm or ... A Theory of Incentives in Procurement and Regulation. ... by W Rogerson · 1994 · Cited by 8 — A Theory of Incentives in Procurement and Regulation. Jean-Jacques Laffont , Jean Tirole. William Rogerson. William Rogerson. A theory of incentives in procurement and regulation / Jean ... A theory of incentives in procurement and regulation / Jean-Jacques Laffont and Jean Tirole. ; Cambridge, Mass. : MIT Press, [1993], ©1993. · Trade regulation. A Course in Public Economics: Leach, John Covering core topics that explore the government's role in the economy, this textbook is intended for third or fourth year undergraduate students and first ... A Course in Public Economics Contents · 1 - Introduction. pp 1-14 · 2 - The Exchange Economy. pp 17-40 · 3 - An Algebraic Exchange Economy. pp 41-56 · 4 - The Production Economy. pp 57-79. A Course in Public Economics - John Leach A Course in Public Economics, first published in 2004, explores the central questions of whether or not markets work, and if not, what is to be done about ... A Course in Public Economics - Softcover Covering core topics that explore the government's role in the economy, this textbook is intended for third or fourth year undergraduate students and first ... A Course in Public Economics Markets. 2 The Exchange Economy. 17. 2.1 The Edgeworth Box. 18. 2.2 Pareto Optimality. 22. 2.3 Competitive Equilibrium. A Course in Public Economics A Course in Public Economics, first published in 2004, explores the central questions of whether or not markets work, and if not, what is to be done about ... A Course in Public Economics by John Leach Covering core topics that explore the government's role in the economy, this textbook is intended for third or fourth year undergraduate students and first. Best Public Economics Courses & Certificates Online [2024] Learn Public Economics or improve your skills online today. Choose from a wide range of Public Economics courses offered from top universities and industry ... Best Online Public Economics Courses and Programs Oct 17, 2023 — Start building the knowledge you need to work in public economics with edX. From accelerated boot camps to comprehensive programs that allow you ... A Course in Public Economics book by John Leach Covering core topics that explore the government's role in the economy, this textbook is intended for third or fourth year undergraduate students and first ... Principles of Polymer Engineering - N. G. McCrum The second edition of Principles of Polymer Engineering brings up-to-date coverage for undergraduates studying materials and polymer science. Principles of Polymer Engineering The second edition of Principles of Polymer Engineering brings up-to-date coverage for undergraduates studying materials and polymer science. Principles of Polymer Engineering This revised and updated second edition develops the principles of polymer engineering from the underlying materials science, and is aimed at undergraduate and ... Principles of Polymer Processing (2nd Edition) This volume is an excellent source and reference guide for practicing engineers and scientists as well as students involved in plastics processing and ... Principles of Polymer Engineering Aimed at undergraduates and postgraduate

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