

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 Policies And Procedures Manual Sample

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Accounting Policies And Procedures Manual Sample:

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

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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 *The Book of Company Policies* National Institute of Business Management,2001

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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

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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 *Policies and Procedures Manual for Accounting and Financial Control* Douglas W. Kurz,2003-05 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 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 **Church Accounting** Lisa London,2020-11 The must have reference guide for small and growing churches to understand church accounting basics in a reader friendly format has been updated and expanded CPA Lisa London and premier church accounting blogger Vickey Richardson help you understand what you need to know to manage the finances and keep your religious organization out of trouble with the IRS Topics include how to Meet the IRS definition of a church Determine whether to file for a 501c3 or not Organize and retain accounting records Establish controls to keep the money safe and guard against errors Record and acknowledge donations of cash stock vehicles in kind and more Setup and maintain a benevolence fund Create an accountable reimbursement plan

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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.

Policies and Procedures Manual for Accounting and Financial Control Douglas W. Kurz, Dawn K. Rhodes, 2000-07 *Financial Accounting for Local and State School Systems*, 1981 **Accounting Policies and Procedures** Stephen Avery, 2014-05-08 DEMAND THE 3RD EDITION Now 361 pages 3rd edition May 2014 is the first guide to implementing a complete set of policies and procedures for small government contractors working with the Defense Contract Audit Agency DCAA, the Defense Contract Management Agency DCMA, and other government agencies. The work covers major areas to include Billing, Timekeeping, Cost Accounting, and 35 additional areas relevant to small company.

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