

Measures of Internal Control

1. The Finance Director is responsible for writing and implementing Internal Accounting Controls. The written policies and procedures will be reviewed and approved by the Finance Committee of the Board of Directors.
2. The Finance Director shall be reviewed annually by the Finance committee or a designated group of the board.
3. The Internal Accounting Controls will be written in accordance with the following principles:
 - Segregation of Duties
 - Review and Approval of transactions by knowledgeable people
 - Physical control of assets
 - Balancing and reconciliation procedures
 - Management review
4. Detailed Internal Control policies will be written for, though not limited to, the following areas:
 - **Cash Receipts**
 - Handling of cash, checks, bank deposits, posting in computer
 - **Cash Disbursements**
 - Purchase authorizations, check requests, writing checks, mailing checks, annual review of vendor list by the chair of the Finance committee
 - **Bank Accounts**
 - Authorized signatories, bank reconciliations, approval of new accounts
 - **Petty Cash**
 - Amount on hand, safekeeping
 - **Program fees**
 - Established by Board of Directors

- **Investments**
 - An investment committee of the board should be formed
 - The Business Office is responsible for providing a monthly written report to the Investment committee
 - No deposits or withdrawals over \$10,000 shall be made without documented approval of the Finance Committee with a full quorum
- **Payroll**
 - Time Sheets, Attendance records
- **General Ledger**
 - Monthly financial statements reviewed by the Finance Committee
 - Detailed monthly activity reports reviewed by Finance Committee
- **Assets (Automobiles, Property and Equipment)**
 - Maintain capital asset and depreciation schedules
- **Donated Assets**
 - Valued by donor in accordance with IRS guidelines
- **Computer Systems**
 - Security, backup procedures, training
- **General Controls**
 - Securing supply of blank disbursement checks in locked cabinet

5. There will be an annual review of the internal control policies and procedures by the Finance committee of the board. The treasurer will oversee this review.
6. Members of the Board of Directors shall receive and review audited year-end financial statements and accompanying footnotes.
7. The auditor shall deliver the audit report and the accompanying management letter in person annually at a board meeting.
8. As a main expense is salary and benefits – each employee shall have an annual review and an annual contract, or acknowledgment of their salary and benefits package signed by the director of the respective work area.