

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

Procedure Manual Bookkeeping

**Brigitte Niedzwiecki, Julie Pepper, P.
Ann Weaver**



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Table of Contents Procedure Manual Bookkeeping

1. Understanding the eBook Procedure Manual Bookkeeping
 - The Rise of Digital Reading Procedure Manual Bookkeeping
 - Advantages of eBooks Over Traditional Books
2. Identifying Procedure Manual Bookkeeping
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Procedure Manual Bookkeeping
 - User-Friendly Interface
4. Exploring eBook Recommendations from Procedure Manual Bookkeeping
 - Personalized Recommendations
 - Procedure Manual Bookkeeping User Reviews and Ratings
 - Procedure Manual Bookkeeping and Bestseller Lists

5. Accessing Procedure Manual Bookkeeping Free and Paid eBooks
 - Procedure Manual Bookkeeping Public Domain eBooks
 - Procedure Manual Bookkeeping eBook Subscription Services
 - Procedure Manual Bookkeeping Budget-Friendly Options
6. Navigating Procedure Manual Bookkeeping eBook Formats
 - ePub, PDF, MOBI, and More
 - Procedure Manual Bookkeeping Compatibility with Devices
 - Procedure Manual Bookkeeping Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Procedure Manual Bookkeeping
 - Highlighting and Note-Taking Procedure Manual Bookkeeping
 - Interactive Elements Procedure Manual Bookkeeping
8. Staying Engaged with Procedure Manual Bookkeeping
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Procedure Manual Bookkeeping
9. Balancing eBooks and Physical Books Procedure Manual Bookkeeping
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Procedure Manual Bookkeeping
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Procedure Manual Bookkeeping
 - Setting Reading Goals Procedure Manual Bookkeeping
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Procedure Manual Bookkeeping
 - Fact-Checking eBook Content of Procedure Manual Bookkeeping
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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