

## 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

**Steven M. Bragg**



## **Procedure Manual Bookkeeping:**

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

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Bookkeeping An Integrated Approach is a VET accounting textbook written directly to the Certificate IV in Bookkeeping qualification and also catering to the Certificate IV in Accounting and Certificate III in Accounts Administration The text takes a step by step approach to computerised bookkeeping with MYOB software an approach that is being enhanced in this fifth edition which has been reorganised to incorporate the MYOB user guide formerly published as a separate resource into the textbook itself New author Mellida Frost has replaced the now retired Euan Sutherland for this revised edition

**Higher Education Student Financial Aid** Kazi Abdur Rouf,2020-03-25 The research finds the majority of the higher education student financial aid programs are managed by the states or private agencies or foundations in the world Their financial aid policies are continuously changing and improving to adopt contemporary situations and changing time Likewise the GB higher education student loan policy improvement can be done by continuously reviewing the system which is necessary for GB to strengthen its higher education student loan program in Bangladesh **Teacher's Manual for Fundamentals of Accounting ...** Sietse Bernard Koopman,Roy Bernard Kester,1922 **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

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