

# SAMPLE FINANCIAL PROCEDURES MANUAL

Approved by \_\_\_\_\_ (organization's) Board of Directors on \_\_\_\_\_ (date)

## **I. GENERAL**

1. The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Director and reviews operations and activities.
2. The Executive Director has management responsibility including financial management.
3. Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts; etc.
5. All employees involved with financial procedures shall take vacations or leaves of 5 consecutive work days each year. During such periods, back-up personnel who have been cross-trained in their duties will perform their tasks.
6. A blanket employee dishonesty coverage in the amount of \$\_\_\_\_\_ shall be maintained.
7. Professional financial service providers will be established annually. For \_\_\_\_\_ (year) these include \_\_\_\_\_ (accounting software), \_\_\_\_\_ (payroll services), the \_\_\_\_\_ (insurance), \_\_\_\_\_ (banking), \_\_\_\_\_ (restricted investments and retirement services), and \_\_\_\_\_ (auditors).
8. The \_\_\_\_\_ (staff position) will maintain a current and accurate log of the chart of accounts, job accounts and accounting classes.
9. These policies and procedures will be reviewed bi-annually by the \_\_\_\_\_ (Board Committee)

## **II. CASH RECEIPTS (includes checks)**

1. The \_\_\_\_\_ (staff position) opens any mail addressed to \_\_\_\_\_ (organization name) or without specific addressee. The receipt of checks or cash will be

# Sample Financial Procedures Manual Safe Wise

**Kathleen Armour**



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