



July 19, 2022

Recommended updates to the Fiscal Policies and Procedures manual.
Sections 402, 1004, 1202.
Updates noted in red.

402 Bank Accounts

A. Bank accounts for the indicated purpose(s) and limitation(s) must be authorized by the Board of Trustees and be held at Federal Deposit Insurance Corporation (FDIC)-insured banks. These banks shall be identified to the Board of Trustees and approved by the FinCom.

<i>Name of Account</i>	<i>Purpose/Limitation of Account</i>
Checking	Payroll, Restricted and Operations

(On an annual basis, the Finance Committee shall meet with the bank to review all available and recommended security features to add to all bank accounts. In 2022, the School added security features around dual approval of all ACH withdrawals from School accounts initiated from an outside party).

1004 Director of Business and Operations

(During the period when this position is vacant, these tasks are disbursed between the Executive Director, Outsourced CPA and the Business Assistant in such a manner to maintain proper segregation of duties.)

1. Approves all program expenditures
2. Monitors program budgets
3. Is responsible for all personnel files
4. Reviews and manages cash flow

5. Reviews all incoming and outgoing invoices
6. Monitors and manages all expenses to ensure most effective use of assets
7. Reviews, approves, and monitors all grant final reporting
8. Oversees expense allocations
9. Overall responsibility for data entry into accounting system and integrity of accounting system data
10. Processes payroll
11. Maintains general ledger
12. Prepares monthly and year-end financial reports
13. Manages accounts receivable

1202 Cash Disbursements

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

Internal Accounting Controls

- (i) Pre-numbered checks and special check protective paper.
- (ii) Matching disbursement records against accounts payable/open invoice files.
- (iii) Reconciling bank statements to cash accounts and verifying any outstanding checks, by either the CPA Consultant or Director of Business and Operations.
- (iv) Canceling supporting documentation to prevent resubmission for payment.
- (v) Detailed comparison of actual vs. budget disbursements on a periodic basis.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check should be prepared by the Business Assistant who attaches all supporting documentation (e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the Executive Director or the Treasurer for approval.
2. All invoices submitted for signature should include approvals for payment, expense account(s) charged, grant account(s) charged, if applicable; check number and date of payment.
3. The Executive Director and/or the Treasurer signs checks, after examining the supporting documentation.
4. After having been signed, the checks should be mailed directly to the payee by a designated member of the office staff.
5. All supporting documents should be canceled by the signatory and filed by a designated member of the office staff.
6. On a periodic basis, cash disbursement records should be matched against accounts payable/open invoice files for any discrepancies.
7. Bank statements should be reconciled soon after receipt by the CPA Consultant and reviewed by the Director of Business and Operations.
(Any anomalies will be brought to the Treasurer's attention immediately and investigated).