



BrightLife
Enhancement Services
Holistic approach to healthcare

Internal Fiscal Policies and Controls

POLICY:

Step of Faith shall adhere to fiscal practices to reduce risk, assure financial accountability and financial solvency of the organization and to assure compliance with federal, state, and local laws.

PROCEDURE

I. Accounting

All accounting for Step of Faith shall be administered by the Chief Executive Officer

Accounts Payable:

- All invoices for goods and services delivered to Step of Faith office shall be checked and acknowledged by the Chief Executive Officer/Designee.
- The Chief Executive Officer will process checks.
- All authorized invoices and prepared checks shall be delivered to the Chief Executive Officer for final approval and signature.
- The Chief Executive Officer/Designee shall mail all signed checks.
- The Chief Executive Officer shall ensure that all invoices are presented for the appropriate accounting period.

Accounts Receivable:

- Direct deposit payments, bank interest income, travel reimbursements, and other miscellaneous revenue if any, will be recorded as per monthly bank statement. (Upon acquiring direct deposit)

II. Accounting System

- A. The program uses an accounting system with the capacity to ensure proper use of funds and thorough documentation of financial transactions.
- B. The accounting system for Step of Faith will follow the standards set up by the Chief Executive Officer.

III. Accounting Controls – Petty Cash

- A. Cash handling controls are established for the subsequent and



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proper handling of petty cash receipts and disbursements.

- B. Any transactions done with a debit/company card will have all receipts turned into the Chief Executive Officer.
- C. A receipt and an Internal Petty Cash voucher must accompany any cash disbursement.
- D. Any transactions conducted by the organization's debit card will consist of a receipt being gathered and given to the Chief Executive Officer, who in turn will put the receipt in an envelope and the envelope will be given to the CEO at the last business day of each month.

IV. Audit

- A. The program conducts annual financial audits to ensure that funds are received, handled and disbursed in a proper fashion.
- B. An outside independent CPA shall perform an annual review of statements.
- C. The audit or review shall be performed as of December 31 of each year.
- D. The audit report presents the financial position of the program at the time of audit and assesses accounting policies, procedures and operations in light of generally accepted accounting principles for operations. The audit report is available to the Chief Executive Officer.
- E. Step of Faith shall respond to DCH, payer and other audits as requested by regulation and through a Corrective Action Plan.

V. Reporting Requirements

- A. All programs must fulfill all requirements imposed by the funding source.
- B. The following reports must be submitted:

Monthly/Quarterly reports to appropriate source	30 days after month's end of each quarter
Quarterly Statement of Revenue Expenses	30 days after month's end of each quarter



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Yearly audited Financial Statements	Four months after the end of the fiscal year
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C. Federal forms shall be submitted accordingly.

VI. Fees for Reproduction

A. It is the policy of Step of Faith to have no fees for the reproduction of client records for clients and/or their legal guardians. Any request for disclosure of client records should be made three business days prior to need of records.

B. Uniform fees shall be charged for the reproduction of client records not to exceed the cost of reproduction, postage and handling for all outside agencies. The uniform fee shall be (\$10.00) for up to ten (10) pages and five cents (0.05) for each additional page.

C. Fees shall not be charged for the reproduction of client records in the following situations:

- Professional courtesy when records are requested by physicians, psychologists, hospital or other health care providers;
- Third party payers when the state facility will derive direct financial benefits;
- Providers of support services;
- Attorneys representing the Attorney General's office and Special Counsel;
- Other situations determined by the governing body to be for good cause.

VII. Subcontracting Process

The Chief Executive Officer negotiates terms and conditions with subcontractors. Upon completion of negotiations, three fully executed subcontracts are required. The Chief Executive Officer reviews signed subcontracts and forms to assure no changes have been made to documents without approval, and sub recipient is in compliance. Amendments to change scope of work, budgets, period of performance require approval from the Chief Executive Officer. This review process is to assure that the intended amendment is in compliance with Step of Faith policies and procedures, regulations, and the terms and conditions of the sub-



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contracting award.

- A. The Chief Executive Officer is responsible for monitoring and issuing payments on all subcontracts. All invoices should be sent directly to the Chief Executive Officer for initial acknowledgement of receipt. The authorized account will go through a multi-step process to determine if the invoice meets the terms and conditions of the subcontract. The first step is to verify the following information:
- The Chief Executive Officer will make sure that the subcontract has been executed and the funds have been encumbered.
 - The Chief Executive Officer will verify that the invoice period falls within the approved time frame of the subcontract.

 - The Chief Executive Officer will check to see if there is sufficient budget to cover the invoiced amount.
 - The Chief Executive Officer will make sure the costs incurred are allowable according to the terms and conditions of the subcontract.
- B. If an invoice fails any of these steps, the Chief Executive Officer will contact the subcontractor to let them know why their invoice cannot be paid. It may be necessary for the subcontractor to submit a revised invoice.

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