II. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

- 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
- 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 (\$00,000)
- Reviews and approves all non-budgeted expenditures over (\$00,000)
- 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

- Reviews and approves all financial reports including cash flow projections
- 2. Sees that an appropriate budget is developed annually
- Reviews and signs all issued checks and/or approves check signing procedures
- Reviews and approves all contracts under (\$00,000)
- 5. Reviews and approves all grant submissions
- 6. Approves inter-account bank transfers
- Is on-site signatory for all bank accounts.
- Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
- Oversees the adherence to all internal controls

Operations Manager (Finance Director)

- Approves all program expenditures (may be done by a Program Manager at larger organizations)
- 2. Monitors program budgets
- 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
- Assists Executive Director with the development of annual and program budgets
- 8. Reviews all incoming and outgoing invoices

Dev Of Policies And Procedures Manual

Michael Brown

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