

SAMPLE FINANCIAL POLICIES AND PROCEDURES

Sound internal control is best achieved by a clearly defined process. This sample policy covers basic accounting functions and should be adapted to fit individual organisational structures.

CASH RECEIPTS:

1. Each day the Administrative Assistant/volunteer opens, sorts, and date-stamps all mail. Checks are endorsed at this time and given to Operations Manager (OM).
2. The OM copies the checks and posts all receipts daily into accounting software.
3. A deposit slip is made up from the daily receipts and taken to the bank within 3 working days or if the amount of receipts exceeds \$2,000, whichever comes first. A copy of the deposit is kept along with the corresponding check copies and initialed by the OM.
4. Check copies including accompanying remittance statements are delivered to the Administrative Assistant and are posted on the database.
5. A weekly Cash Receipts Journal is printed from accounting software each Friday and reconcile with the deposit slips by two different staff. Each person then initials the correct amount and keeps a copy.
6. The OM then deposits all cash and checks into the organization's operating bank account each Friday, and prior to four o'clock on the close of the last business day of each month.
7. Funds received electronically for contributions and grants must be posted in accounting software by OM within 3 days.
8. Bank reconciliations are performed monthly by the Board Treasurer (BT). Original bank statements are to be reviewed and initialed by the Executive Director (ED). ED then forwards original statements to OM for filing and sends copy of statements to BT for reconciliation. ED also needs to forward copy of monthly check register to BT. BT performs reconciliation within 5 business days of receiving bank statements and check register then sends reconciliation back to ED. BT will also ask questions regarding outstanding checks over 2 months old.
9. Petty cash on hand is kept in a locked filing cabinet in a locked cash box. Both the OM and ED have a key. Cash is disbursed only with receipt or prior approval, or for making change. Petty cash is reimbursed when necessary throughout the year and at fiscal year end. Replenishing petty cash is done through a check request form with allocations of all expenses paid and is approved by the ED. The balance in petty cash should not exceed \$200 and any single disbursement of petty cash should not exceed \$50.

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Rocco DiBruno



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Guidelines for Foreign Exchange Reserve Management International Monetary Fund,2004-08-16 These guidelines are intended to assist countries in strengthening their policy frameworks for reserve management so that they can become more resilient to shocks that may originate from global financial markets or within the domestic financial system The guidelines have been developed as part of a broader IMF work program to help strengthen international financial architecture to promote policies and practices that contribute to stability and transparency in the financial sector and to reduce external vulnerabilities of member countries

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