

## **Financial Policy & Procedures**

We recognize the importance of checks and balances to strengthen internal controls and operating efficiency. These are the steps that we have taken:

- The Director, signs and approves purchase orders before they are purchased.
- The Director personally signs all checks, we do not use a signature stamp. Therefore he sees every check written.
- The Business Manager, is the only person that processes the checks and payments thru the computerized accounting system, but she has no authority or ability to sign a check.
- The Administrative Coordinator, reconciles the bank statement, as the third check on payments and receipts on a monthly basis.
- The Administrative Coordinator records all incoming cash and checks, Business Manager completes the deposit slip and records the revenue, Director brings the deposit to the bank and returns the receipt to be matched with the deposit record.
- The finance committee, consisting of 2 or 3 teachers, 1 board member, 1 parent volunteer with a financial background, the director and business manager, meets monthly to look at the financial statements in greater detail.
- The balance sheet, checks written, list of vouchers waiting for approval and expenditure matrix (actual spent YTD vs. budget) is given to the board at every monthly meeting. Changes in the budget or major purchases are brought to the board for approval.
- The Director signs and approval all journal entries, budget changes and bank reconciliation statement.

We continue to strive to maintain checks and balances and back up procedures to ensure we are maintaining accurate financial data to the state and to the Schoolcraft Learning Community School Board.