

# SAMPLE FINANCIAL PROCEDURES MANUAL

Approved by \_\_\_\_\_ (organization's) Board of Directors on \_\_\_\_\_ (date)

## I. GENERAL

1. The Board of Directors formulates financial policies, delegates administration of the financial policies to the Executive Director and reviews operations and activities.
2. The Executive Director has management responsibility including financial management.
3. Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.
4. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts; disbursements; payroll; reconciliation of bank accounts; etc.
5. All employees involved with financial procedures shall take vacations or leaves of 5 consecutive work days each year. During such periods, back-up personnel who have been cross-trained in their duties will perform their tasks.
6. A blanket employee dishonesty coverage in the amount of \$\_\_\_\_\_ shall be maintained.
7. Professional financial service providers will be established annually. For \_\_\_\_\_ (year) these include \_\_\_\_\_ (accounting software), \_\_\_\_\_ (payroll services), the \_\_\_\_\_ (insurance), \_\_\_\_\_ (banking), \_\_\_\_\_ (restricted investments and retirement services), and \_\_\_\_\_ (auditors).
8. The \_\_\_\_\_ (staff position) will maintain a current and accurate log of the chart of accounts, job accounts and accounting classes.
9. These policies and procedures will be reviewed bi-annually by the \_\_\_\_\_ (Board Committee)

## II. CASH RECEIPTS (includes checks)

1. The \_\_\_\_\_ (staff position) opens any mail addressed to \_\_\_\_\_ (organization name) or without specific addressee. The receipt of checks or cash will be

# Financial Aid Office Policy And Procedures Manual

**Anthony S. Fauci**



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**Student Financial Aid Policies and Procedures Manual** Arizona State University. Financial Aid Office,1981

**Policies and Procedures Manual** University of Arkansas, Rich Mountain (Mena, Ark.). Office of Financial Aid,2020

The Blue Book ,2001      *Developing a Policy and Procedures Manual for the Financial Aid Department of a Community*

*College* Steven Michael Salcido,California State Polytechnic University, Pomona. Department of Political Science,2011

Indiana University East Office of Scholarships and Financial Aid Policy and Procedures Manual Amy A. Kienitz,1998

**Resources in Education** ,2001-10      **A review of hospital billing and collections practices** United States.

Congress. House. Committee on Energy and Commerce. Subcommittee on Oversight and Investigations,2004      *Direct Loan*

*School Guide* ,1999      **Direct Loan Training Guide, 1998-1999** ,1998      *Studies in Law, Politics and Society* Austin

Sarat,2008-09-01 Offers fresh perspectives on sentencing and punishment lawyering for the public good and the meaning of legal doctrine This book contains articles that exemplify the work being done in interdisciplinary legal scholarship      Paying

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**State of Wisconsin Blue Book** ,1981      *The State of Wisconsin Blue Book* ,1981      Blue Book ,1981      Barriers to

Self-sufficiency for Single Female Heads of Families United States. Congress. House. Committee on Government Operations.

Intergovernmental Relations and Human Resources Subcommittee,1985      **Direct Loan Training, 1998-1999** ,1998

**State Colleges in Colorado, Financial and Compliance Audit, Fiscal Year Ended June 30, 2002** Colorado. Office of State Auditor,2002      *Direct Loan Training Guide, 1999-2000, March 1999* ,1999

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