

## II. Division of Responsibilities

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

### ***Board of Directors***

1. 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
4. 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 **(\$500,000)**
6. Reviews and approves all non-budgeted expenditures over **(\$500,000)**
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***

1. Reviews and approves all financial reports including cash flow projections
2. Sees that an appropriate budget is developed annually
3. Reviews and signs all issued checks and/or approves check signing procedures
4. Reviews and approves all contracts under **(\$500,000)**
5. Reviews and approves all grant submissions
6. Approves inter-account bank transfers
7. Is on-site signatory for all bank accounts
8. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
9. Oversees the adherence to all internal controls

### ***Operations Manager (Finance Director)***

1. Approves all program expenditures (may be done by a Program Manager at larger organizations)
2. Monitors program budgets
3. 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
7. Assists Executive Director with the development of annual and program budgets
8. Reviews all incoming and outgoing invoices

# Manual Of Accounting Policies

**Pete Y. Lou**



## **Manual Of Accounting Policies:**

*Accounting Policies and Procedures Manual* Steven M. Bragg, 2007-09-17 Now in a fifth edition *Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department* is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books *Accounting Policies and Procedures Manual* is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

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high quality final product like a well seasoned auditor

**Policies and Procedures Manual for Accounting and Financial Control** Douglas W. Kurz, Dawn K. Rhodes, 2000-07

**Not-for-Profit Accounting, Tax, and Reporting Requirements** Edward J. McMillan, 2010-05-25

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**Model Accounting Policies and Procedures Manual** Local Government Association of the Northern Territory, 1995

**A Manual of Accounting Policies and Procedures for Current Operations** James Andrew Smith, 1964

**Accounting Policies and Reporting Practices Manual**, 1988

Just-in-Time Accounting Steven M. Bragg, 2002-04-08

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**Somalia** International Monetary Fund. Monetary and Capital Markets Department, 2019-01-25

The CBS has taken steps to establish important pillars of a proper policy framework for financial reporting auditing and internal controls by approving the Internal Audit and Audit Committee Charters and is committed to address the remaining shortcomings in these areas The Internal Audit Department IAD has made progress by

initiating risk assessments of the various CBS business units and recruiting an Information Technology IT professional to join the team The Accounting and Finance Department AFD is making progress in implementing accrual accounting and accounting for foreign exchange operations International Accounting Standard IAS 21 and has created a new role of Reconciliation Officer to ensure all cash transactions are recorded properly However the IAD functions without a director which places the internal audit staff at a severe disadvantage to other departments and limits their authority to effectively implement their program Also while the mission team has stressed the importance of adopting International Financial Reporting Standards IFRS during this mission and the previous mission the CBS has not formally indicated that it will adopt this framework 2 High priority recommendations were made to address these shortcomings See Table 1 for homework assignments and high priority tasks 3 *Annual Report ,1996*      **Management Accounting: Principles & Practice, 3rd Edition** Sahaf M.A.,2018 This book is meant for students of accounting management and business studies It not only describes the principles procedures and techniques of management accounting but also explains and analyses the core concepts that have driven the development of the subject for decades The book is a perfect blend of conceptual and practical approaches to accounting NEW IN THIS EDITION Completely revised and updated New chapters on strategic management accounting product costing and service costing Coverage of total quality management TQM just in time JIT life cycle costing and Kaizen costing Worked out solutions to problems and latest professional examination questions      *Global Urbanization* Eugenie L. Birch,Susan M. Wachter,2011-02-25 For the first time in history the majority of the world s population lives in urban areas Much of this urbanization has been fueled by the rapidly growing cities of the developing world exemplified most dramatically by booming megacities such as Lagos Karachi and Mumbai In the coming years as both the number and scale of cities continue to increase the most important matters of social policy and economic development will necessarily be urban issues Urbanization across the world but especially in Asia and Africa is perhaps the critical issue of the twenty first century Global Urbanization surveys essential dimensions of this growth and begins to formulate a global urban agenda for the next half century Drawing from many disciplines the contributors tackle issues ranging from how cities can keep up with fast growing housing needs to the possibilities for public private partnerships in urban governance Several essays address the role that cutting edge technologies such as GIS software remote sensing and predictive growth models can play in tracking and forecasting urban growth Reflecting the central importance of the Global South to twenty first century urbanism the volume includes case studies and examples from China India Uganda Kenya and Brazil While the challenges posed by large scale urbanization are immense the future of human development requires that we find ways to promote socially inclusive growth environmental sustainability and resilient infrastructure The timely and relevant scholarship assembled in Global Urbanization will be of great interest to scholars and policymakers in demography geography urban studies and international development

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