



## Financial Policies and Procedures

- 1 Bank statements must be mailed to a director's home. The district can request the bank to mail a duplicate to the office.
- 2 The original bank statement AND cancelled checks must be maintained at the district office. The director who receives the statement should bring the statement and the cancelled checks to the office in a timely manner so the reconciliation can be prepared.
- 3 The board must review the following documents at each board meeting;
  - a. Financial statements to include a balance sheet, income statements (profit and loss) and transaction detail of at least the cash account.
  - b. Bank statements, cancelled checks, and bank reconciliation.
- 4 Each District must have up-to-date personnel policies.
- 5 The district employees must complete timesheets each pay period, and a director must sign these time sheets. Information to be included on timesheet:
  - a. Pay Period Date
  - b. Hours worked each day
  - c. Leave schedule for annual, sick and credit leave (if applicable) that includes beginning balance from previous period, amount earned, amount used, and ending available balance.

**Note:** The leave earned must agree with the personnel policies
- 6 The financial statements given to the board should be maintained with the minutes as documentation of what was actually reviewed.
- 7 Supporting documentation (invoices, receipts, etc) must be maintained in the district office and must be kept in an organized manner.
- 8 Employee pay rates should be documented each year in the minutes and in the personnel files.
- 9 Employee evaluations should be conducted annually.
- 10 Cash receipts should be issued for ALL incoming funds using pre-numbered receipts.
- 11 Cash should be deposited in a timely manner.
- 12 All district checks must bear authorized signatures of two bonded, unrelated persons.
  - a. No district check may be signed with a blank payee line or amount.
  - b. No debit cards will be allowed since they do not require two signatures.
  - c. Signature stamps for check-signing purposes are prohibited.