

Accounting Policies and Internal Controls

1. _____ will use prenumbered receipts for collections; the receipts should be prenumbered and printed with duplicate carbons in a bound book. One copy of the receipt should be given to the payor, one copy should be attached to the related collection records, and at least one copy of the receipt should be maintained in the receipt book. Official prenumbered receipts should be issued for all donations.

2. Events or mass collections (e.g., concession, parking, car wash, candy sale, etc.), a record of the total collections each day must be created.) At least two individuals should count the collections and prepare and sign the count sheet. Collections will be turned over to the treasurer and deposited in the bank immediately if available or within three days of the date of collection.

The treasurer should then immediately issue a receipt to the individual(s). The count sheet(s) should be initialed and filed by the treasurer. A copy of the receipt should be attached with the documentation filed.

3. Collections via Square, Venmo or other electronic methods must be authorized by the members of the EC annually. These apps can be used at concession stands, car washes, fish fries, for magazine and candy sales, etc. The account will be reconciled in the same manner as mass collections above. See separate accounting policy for use of these apps and controls to be followed.

4. Disbursements can be made by issuance of an official prenumbered check or Debit Card if a check is not allowed. Collections can be made by issuance of an official prenumbered check, cash or electronic collection (apps) over which adequate internal controls can be established. Use of a Venmo account, personal apps, etc. must be authorized by the officers and/or board of directors on an annual basis. If an invoice is to be paid via a method other than check, two officers must sign and approve the invoice before payment may be made. Prenumbered checks should take priority over any other disbursement methods.

5. Bank accounts must be reconciled promptly at the end of each month. A copy of the bank statement and the front and back of imaged deposit slips and checks must be provided for inspection to each officer or board member on a monthly basis. Each officer/board member shall review the bank statement and imaged deposit slips and checks (or other types of bank transaction records provided, such as bank debits) presented in the bank statement as soon as possible after the bank statement is issued. The reviewers shall initial the documents after their review. In addition, pre-signing blank checks shall never be allowed.

6. No commitment / obligation of the organization's budgeted assets may be made for an amount up to \$_____, without the approval of the Executive Committee. Payment for these items must be reviewed and approved by the Executive Committee prior to purchase. No commitment/obligation of non-budgeted funds will be made for an amount in excess of \$_____without approval of the general membership. Once approved by membership, the Executive Committee may approve the payment of the item.

7. All disbursement of funds of the organization shall be made on the _____ checks signed by the treasurer and co-signed by the president. The treasurer should be bonded. Payment for the bond will be made with the organization funds.

8. The _____ has adopted the Model Financial Policy (Procedures Manual) dated May 2020 as issued by the TN Comptroller Office as the organization's overall accounting policy. All collection, disbursement, and financial records will be maintained on file and available for review for a period of five years.

9. We understands that all local policy will supersede any polices set forth by _____