

**New River Community Partners, Inc.**  
**Fiscal Controls Policy**

**I. Purpose of the Policy**

It is the intention of New River Community Partners, Inc. to practice sound financial management and to conduct the financial activity of the organization using generally accepted accounting practices. The purpose of this Fiscal Controls Policy is to identify the various components of sound financial management and to provide a process for achieving them.

**II. Responsibilities of Board Members and Staff**

It is the inherent responsibility of all Board Members and Staff to abide by the requirements and conditions set forth in this Policy.

**III. Audit Committee**

In conformance with the Sarbanes-Oxley Act of 2002, the Executive Committee, Finance Director and Executive Director shall constitute the Audit Committee for New River Community Partners and shall handle the business of the committee accordingly. The Committee should meet at least quarterly.

**IV. Receivables**

The Executive Director shall be responsible for receiving and opening the mail for the organization. The Executive Director may designate an individual from within the organization to receive and open the mail in his/her absence and to record the information. Upon receiving funds for the organization, the Finance Director shall record the amount, whom the payment is from and what it is for. A photocopy of the check payment will be made and retained with the financial records of New River Community Partners. Checks will be stamped "For Deposit Only." Cash will be counted and documented. All funds received shall be deposited and recorded immediately upon receipt where at all possible. The President shall be responsible for acknowledging donors' contributions to the organization. The Finance Director shall be responsible for the depositing of funds received and subsequently entering the information into the accounting system. The Treasurer will receive copies monthly of the actual payments received and bank deposits. If any person other than the Executive Director receives funds for the organization, that person shall immediately notify the Executive Director of the receivable and transmit the receivable to the Finance Director as soon as possible.

**V. Accounts Receivable**

The Finance Director will keep a listing of all accounts receivable and will work toward clearing them on a consistent, timely basis. Accounts receivable that cannot be cleared will be forwarded to the Treasurer for consideration.

**VI. Accounts Payable**

Any and all payments made by the organization shall be based upon the receipt of a suitable invoice from the individual or vendor requesting payment. The invoice should contain sufficient information to allow the Finance Director to determine the inception date of the obligation, purpose, the due date of the invoice and amount requested. Sales taxes shall be separated in the amount due. The Finance Director is responsible for preparing invoices and drafting checks for payment twice monthly, on the 10<sup>th</sup> and 25<sup>th</sup> of each month. The Executive Director shall review the bills, verify their accuracy and approve them for payment. All payments made by the organization shall be made by checks from approved bank accounts. Checks shall be countersigned by the Executive Director and by at least one board member, specifically the President, Treasurer or Secretary.

## **VII. Bank Statements**

The Treasurer shall receive all bank statements by mail directly to his/her business mailing address. The Treasurer shall open and review the bank statements and then schedule a meeting with the Executive Director, Finance Director and any board member who wishes to attend the meeting. The purpose of the meeting is for the Treasurer to transmit the opened bank statements to the Finance Director for subsequent reconciliation and for the meeting attendees to review the financial statements presented by the Finance Director. All bank statements must be reconciled within 15 days of receipt.

## **VIII. Credit cards and Petty Cash**

It is the policy of New River Community Partners that the organization will not own credit cards. New River Community Partners will not maintain a petty cash system.

## **IX. Payroll**

The Finance Director will be responsible for processing payroll twice per month, on the 10<sup>th</sup> and the 25<sup>th</sup> days of each month. All employees whose time is debited to restricted funds are required to notify the Finance Director, in writing, the number of hours to debit restricted funds before receiving a paycheck.

## **X. Budgeting**

All expenditures made by New River Community Partners, in conformance with the above Section VI, must be made in accordance with a budget adopted by the Board of Directors or Audit Committee. Budgets will clearly detail expected revenues, by amount and source, and proposed expenditures, by amount and purpose.

## **XI. Reimbursements**

As identified in the above Section X, Board members and staff may from time to time incur certain expenses on behalf of the organization. Reimbursements shall be requested on a form approved by the Finance Director. The individual approving these Accounts Payable (Section VIII) shall not also approve his/her own personal reimbursements. The Board member who countersigns the check will also approve the reimbursement.

## **XII. Reporting**

New River Community Partners will annually cause to have prepared and submitted a Form 990 to the Internal Revenue Service. The Audit Committee is responsible to determining the need for an annual audit and selecting/approving the Auditor. New River Community Partners will endeavor to keep informed as to the various local, state and federal requirements for financial reporting of non-profit corporations.

## **XIII. Additional Controls**

*(Reserved.)*

**Approved** by the Board of Directors at the Special Meeting held November 30, 2007.

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President, New River Community Partners