

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Finance
Policy/Procedure

Program Accounting

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: (O) June 10, 2013

DISTRIBUTION:

Policy

Approved and established accounting procedures must be followed by Atikokan Literacy Incorporated. Any expenditure of funds, regardless of amount, that are not regular budget items, must receive prior approval from the Executive Director before the purchase.

Atikokan Literacy Incorporated has a responsibility and a commitment to ensure accountability to its funding sources and to the community at large.

Procedures:

Control and Safeguards

1. Each financial transaction and/or legal agreement must have two authorized signatures, one of whom is a board member. No one individual shall be given sole authority over any financial transaction.
2. All cheques shall be stored in a locked location within the office.
3. Signed cheques shall not be issued "to cash," "to the bearer," or left blank.
4. Cheques will be used and recorded in numerical order.

Cash Management

1. The board will receive a monthly statement of the cash position in order to revise figures, plan the timing of expenses or reallocate resources as necessary.
2. Atikokan Literacy Incorporated will establish and maintain a reserve fund equal to three months of operating costs.

Banking

1. Bank deposits will be made by the Executive Director, a designated staff person, or the Treasurer.
2. Only designated employees are permitted to receive funds on behalf of the organization.
3. Bank statements and cancelled cheques shall be reviewed on a monthly basis.
4. Void cheques must be kept on file.
5. The board may elect to hold a current account at any bank or trust company that is governed by the Bank Act and has CDIC (deposit insurance) coverage.
6. Both the bank and the office will maintain up-to-date lists of all those who are designated with signing authority.

7. The Board will approve the type and number of bank accounts required, based on recommendations by the Board of Directors.
8. The signing officers for this agency are: The Executive Director, the Chairperson and the Treasurer.
9. Two signatures will be required on all cheques.