



Policy Number:
17
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September 17, 2012

Subject: Financial Management
Practices

PURPOSE:

It is the policy of Camden County Developmental Disability Resources to implement sound financial management practices that allow for accountability and reduce the threat of fraud or theft with regard to board assets. All financial management practices of the board shall comply with applicable state and federal laws.

POLICY:

I. Separation of Functions

CCDDR shall strive to achieve proper separation of all financial transactions/bookkeeping so as to minimize the possibility of theft or fraud with regard to CCDDR assets and funds. The Financial Management Procedure shall identify the separation of functions and all financial processes. No single employee or Board member shall have sole control of processing and approving any financial transaction.

II. Approval & Execution of Expenditures

Expenditures shall not be authorized by any single employee or Board member. No expenditure shall be processed if it exceeds the total amount of expenses authorized in the Board approved annual budget for its respective category without Board approval through a resolution unless an emergency as defined in the Procurement Policy has been declared. No expenditure shall be authorized if there is a potential conflict of interest without first being reviewed and approved by the Board through a resolution. All Board members shall have access to CCDDR financial records and may request documentation on any financial transaction at any time. The Board shall receive a monthly summary of all checks written the previous month on all CCDDR banking accounts, and shall approve these payments/expenditures as part of the monthly financial statements.

III. Signing of Checks

All checks, drafts, and other evidences of indebtedness issued in the name of CCDDR must have the signature of two officers of CCDDR, or one officer and the Director. Persons signing checks shall also be provided copies of invoices that checks are being prepared for, as a means of verifying the accuracy and validity of payments. All officers authorized to sign checks as well as the Director shall be covered by a blanket fidelity bond, surety bond, or other similar insurance policy as described in Article IX of the Bylaws.

IV. Financial Accounting

CCDDR will conduct its financial accounting under the premise of the Proprietary Fund Accounting System, Enterprise Fund accounting principles (accrual basis). This is needed to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the Board is to show that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges and that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The accounting and recording of financial transactions shall be done internally and the processes will be identified in the Financial Management Procedure. CCDDR may utilize the services of a CPA to supplement its accounting systems, recording, or reporting in whole or in part if the need arises and is justified.

V. Fixed Assets

CCDDR shall maintain a list of all fixed assets with a usable life of over 1 year and an original purchase price of \$500.00 or more. This list shall document the item, date of purchase, amount of purchase, model number, serial number, physical location, and date/method of disposition, if applicable. All CCDDR property shall be tagged with property control stickers. Prior to disposing of any fixed asset of the board, the CCDDR Board of Directors must first declare the asset as inoperable/unusable or surplus property. For surplus property, sealed bids shall then be solicited by the Board for sale of the item. The fixed asset list shall be updated annually.

VI. Board Investments

CCDDR may maintain fund balances carried over from prior years or excess funds during the current year. The Board may invest these funds at its discretion into investment accounts. All Board-controlled investments shall comply with Policy #27, Investment of Board Funds.

VII. Unaudited Financial Statements

Unaudited Financial statements shall be completed monthly for the Board's review and approval. Financial statements are to include an income statement for the previous month ended, an income statement for year-to-date as of the last day of the previous month, a balance sheet as of the last day of the previous month, a cash flow statement as of the last day of the previous month, and a cash flow statement for year-to-date as of the last of day of the previous month. The format of the income statements shall show budgeted vs. actual revenues and expenditures for the previous month ended and the year-to-date fiscal year. Each of these reports shall reflect a separation of the Tax Levy funds and transactions (Grants) and the Targeted Case Management funds and transactions (TCM). The income statements shall also reflect the variances, and the Executive Director shall submit a synopsis of the variances. Copies of the aforementioned reports shall be posted on CCDDR's Web site for public viewing.

VIII. Sharing of Financial Data with Stakeholders

Year-end financial data shall also be shared with CCDDR stakeholders by incorporating this data within CCDDR's Annual Report, which shall be posted on CCDDR's Web site for viewing by the public and any other interested parties.

IX. Annual Audit

Camden Co. Developmental Disability Resources shall obtain an annual independent audit of all agency finances from a Certified Public Accountant annually. The audit shall include reports on CCDDR's compliance with internal controls related to financial statements and applicable laws, regulations, contracts, agreements, and grants in accordance with Governmental Auditing Standards, as well as compliance with Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." The annual audit shall contain a Management Letter in which findings and recommendations are provided.

X. Pledged Securities

CCDDR shall obtain pledged securities from financial institutions in which the account balance is or may exceed \$250,000.

XI. Petty Cash

CCDDR shall maintain a petty cash fund to meet immediate and relatively minor purchases of the agency. An amount of no more than \$25.00 shall be maintained in the petty cash fund. A ledger shall document all purchases from petty cash, and signed receipts shall be stapled to the petty cash ledger. The petty cash fund shall be reconciled monthly.

XII. Business Credit Accounts

CCDDR shall maintain credit accounts at selected places of business for office supplies and other routine supplies required by the board for its operations. All such applications for business credit shall be prior-approved by the Executive Director and account balances shall be paid in full to the business each month by CCDDR. CCDDR shall not obtain business credit accounts at businesses in where finance charges are made for balances less than one month old.

XIII. Review of Service Billing

On a monthly basis, the Executive Director shall review all Targeted Case Management billings to determine their accuracy, determine why unpaid claims were not paid, and implement/follow up with corrective actions as needed.

XIV. Cost Analysis of Services Provided

On a monthly basis, the Executive Director shall prepare a report for the CCDDR Board of Directors showing total Service Coordination program costs, including both direct costs and indirect (overhead) costs, and revenues received from Targeted Case Management billings, and the net gain or loss for that month. An annual report based upon year end data shall be provided to the CCDDR Board of Directors in January for the prior year. The annual reports shall contain comments by the Executive Director with regard to suggestions to improve efficiencies to the Targeted Case Management program as a means of ensuring this program's continued financial viability.

REFERENCES:

- CARF Standards Manual
- Chapter 70, Revised MO Statutes
- Chapter 67, Revised MO Statutes