

## Title: Financial Roles and Responsibilities

### Control Information

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Owner/Curator	Payton James-Amberg
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### Revision History

Revision	Date	Revision Description	Originator
A		Draft	Mark Hazelton
B	April 29, 2010	Revised to remove bookkeeper as check signer	Christine Horning

### 1.1. Objective:

The objective of this policy is the following:

1. Define the check signers.
2. Define person to reconcile accounts.
3. Define administrator duties of signing checks and closing the books.
4. Define ICP board member responsibilities.

### 1.2. Check Signers:

1. The personnel that can sign checks are defined in the check signing procedure. The check signers cannot reconcile accounts or handle bank statements until the books are closed.

### 1.3. Reconcile Accounts:

1. An employee or ICP board designated person that does not sign checks is eligible to reconcile accounts.

### 1.4. Administrator financial duties:

- 1 The administrator is a check signer and cannot reconcile accounts or handle bank statements before the books are closed.

2. The administrator will close the books using the Quickbooks user passwords on the same day the accounts are reconciled.

### **1.5. Bookkeepers duties:**

1. Handle cash deposits to the bank accounts.
2. Enter checks and deposits into the Quickbooks software.
3. Maintain all financial files in the fire proof safe.
4. Payroll

### **1.6. ICP Board financial responsibilities:**

1. Review and approve listing of expenses monthly.
2. Review and approve account reconciliation monthly.
3. Review and approve balance sheet every quarter.
4. Review and approve profit and loss statement every quarter.
5. Approve annual budget at the May ICP board meeting. Approve changes to the budget as needed at monthly board meetings.