

**Yellow Springs Senior Center**  
**Internal Controls—revised October 2021**

**Mail:** All mail is given to the Executive Director for distribution. In the absence of the executive director the office manager or another designated staff person will sort mail.

**Cash Receipting:** Cash given at the front desk is recorded by the front desk volunteer or staff member in the sales book. The recorded information indicates for what the cash was given, person who gave the cash, and recorded appropriately. At least twice a week the office manager/development assistant retrieves the money from the front desk cash drawer. The office manager/development assistant reconciles the cash with the sales book, makes a deposit, and gives the information to the financial administrator for recording in QuickBooks.

**Check Receipting:** When checks are received by front desk personnel, they are recorded either in the sales book or given to the office manager/development assistant for receipting. All checks are to be given to the office manager/development assistant with the appropriate notation indicating what the check is for, unless the funds are already in a designated envelope.

**Credit Card Income:** Credit Card information can be gathered from donors to the annual appeal or other campaigns. The office manager/development assistant is the only one who may process the credit card information. Once the credit card information is processed, the office manager/development assistant gives the financial administrator the reason for the credit card income. Credit Cards are processed by PayPal, the executive director logs in to PayPal to complete transfers to US Bank. The office manager/development assistant is only authorized to issue refunds on credit card processing by the executive director.

**Black Boxes/Restroom Donation Canisters:** The office manager/development assistant retrieves the cash/checks from the two black boxes located around the center at least once per week. The office manager/development assistant counts the contents and notes the total on the front of an envelope and initials the amount. The office manager/development assistant then deposits to US Bank making a note to the financial administrator as to the nature of the deposit in the deposit book. The financial assistant gets all deposit information from the deposit book.

**Deposits:** Deposits are made at least weekly to US Bank by the office manager/development assistant.

**Check Writing for Payables:** Checks are only written with documentation of the expense. There must be a receipt for all purchases or an invoice for all services. Exceptions can be made by the executive director. Checks are written at least twice per month, on the 15<sup>th</sup> of the month and at the end of the month. Only the executive director, the Board President or the Treasurer may sign checks. If the check is \$1000 or more, 2 signatures are required...the executive director and the board president or Treasurer. If the check is payable to the executive director, the check and approval of the request are signed by the board president.

**Credit Card Expenses:** A credit card use request form is completed by each person who wishes to use the credit card, other than the executive director. After authorization, the credit card is then given to the requestor, by the executive director, to make the purchase and he/she returns the credit card to the executive director with the receipt attached for the purchase.

**Bank Statement Reconciliation:** The bank statement, from the checking account and money market account, is reviewed by the executive director and financial administrator. Each month's statement(s) are downloaded

from the bank's online banking system in PDF and emailed to the treasurer, or designee. A copy of the bank statements is then given to the financial administrator to continue the process of balancing the month end.

**Financial Reporting:** The financial administrator prepares, for the executive director, a balance sheet and profit and loss statement which is generated from QuickBooks. Ideally the report is given to the executive director by the 10<sup>th</sup> of each month. The executive director prepares an income statement, capital expense statement, and balance sheet for distribution to the finance committee at the end of every quarter.

**Payroll:** A schedule for pay periods is prepared for each calendar year by the financial administrator, in consultation with the executive director. Failure to complete time sheets, for hourly employees, may result in a paycheck not being issued for the pay period. Employees are paid biweekly. Time sheets for hourly employees are signed by their supervisor and then approved by the executive director and returned to the financial administrator to enter into ADP (payroll processing company.) Adjustments to the salary or hourly rate of pay are approved by the executive director and done through the Employee Payroll Change Form. The president of the board of trustees approves any adjustment in the rate of pay for the executive director.

**Internal Controls:** This document is reviewed periodically by the finance committee for any possible changes.