

Chapter 14
Policy and Procedure List

GENERAL

- a) Internal Control Policy
- b) Request for Public Information Policy
- c) Records Management Policy
- d) Segregated Duties Policy
- e) Organizational Charts
- f) Electronic Data Processing Policy
- g) Disaster Recovery Plan

ACCOUNTING

- h) Reserve Fund Policy
- i) Spending Prioritization Policy
- j) Audit Committee Policy

CASH & DEBT MANAGEMENT

- k) Debt Management Policy
- l) Federal Tax Compliance Policy & Procedures

BUDGETING

- m) Budget Calendar – Sample

PURCHASING

- n) Credit Card Policy
- o) Lease & Contract Procedures
- p) Detailed Bid Policy and Procedure
- q) “Code of Ethics” Policy (Conflict of Interest)

GRANTS

- r) Grant Procedures
- s) Federal Programs Fiscal Management Policy
- t) Maintenance of Effort
- u) Indirect Cost

INVENTORY & FIXED ASSETS

- v) Fixed Assets Policy