Policies, Procedures, and Standards

Accounts Payable

- Vendors/Supplier Set-Up and Maintenance
- Vendors/Supplier Set-Up and Validation
- Vendor/Supplier Payment Process
- Invoice Processing
- Purchase Order Processing
- Access to AP System: View and Write Access
- Travel Reimbursements to Employees, Board Members, Contractors, etc.

Accounts Receivable

- Vendors/Supplier Set-Up and Maintenance
- Vendors/Supplier Set-Up and Validation
- Receivable Process and Accounts
- Access to AR System: View and Write Access

Accrual Process

Bank System Process

- Bank Set-Up and Account Validation
- Electronic Payment Process, Security, and Access
- Reconciliation Process

Indirect Cost Allocation

Direct Cost Allocation

Recording of Assets

- Capitalization
- Depreciation

General Ledger

- Account Reconciliation
- Adjustments/Approvals

Delegation of Authority

- Adjustments to Accounts
- Approval for Account Reconciliations

Governance

Organization Structure

Board Meeting Minutes

Board Operating Process

Board Member By-Laws

Policies:

Professional Code of Conduct and Ethics

Business Operating Policies

Safety Processes and Procedures

Business Continuity Plan

Federal Contracts and Commitments

Independent Assessor Reports

State Auditor's Assessments/Audits

Federal Auditor's Assessments/Audits

Policies, Procedures, and Standards

Employee Set-Up and Maintenance

- Part-Time Employee
- Salaried Employee
- Deactivating Terminated Employee

Accruals

Benefits Calculation and Process

- Fringe
- Adjustments

Delegation of Authority

- Access to Payroll System
- Payroll Adjustments and Calculations

Work Time Recording

- Review and Approvals

Policies, Procedures, and Standards

Vendor/Supplier Set-Up

Contract Adjustments/Renewal

New Vendor Validation/Set-up

Contract Documentation and Maintenance

Document Retention

Version Control

Purchase Order/Requisition Process

Review Process

Approvals

Procurement Card

P-Card Setup, Authorization, and Maintenance

P-Card Authorization and Purchase Limit

Delegation of Authority

System Access

Contract Review and Approval

Policies, Procedures, and Standards

Physical Security

- Warehouses/Storage Facilities
- Employee Work Stations

Inventory Counts/Reviews

- Equipment
- Maintenance Repair Operation Items
- Recording and Adjustments of Inventory
- Shrinkage

Delegation of Authority

- Review and Approval of Access Changes
- Review and Approval of Inventory Adjustments and Recording

Policies, Procedures, and Standards

- **Computing Access and Privileges**
  - Network
  - Remote Work Stations
  - Financial/Accounting Systems
  - Payroll/Time Keeping and Benefit Systems
  - Procurement System
  - Servers
  - Databases
- **Disaster Recovery Plan**
  - Test Results
- **Cyber Security Protocols**
  - Infrastructure/DMZ
  - Firewalls
  - Patching/Security Updates
- **Asset Management**
  - Hardware
  - Software
  - Licenses
- **Access Review and Maintenance**
  - Database Administrator
  - Employee
  - User

Policies and Procedures Should Prevent
Conflicting Authorities and Access Privileges

Segregate Duties

- Accounting/Payment Systems
- Payroll Systems
- Procurement Systems
- Asset Management Systems
- Budgeting Systems