

Separation of Duties

Receipts:

- The administrative assistant opens the mail. A list of all receipts is made. The list would include donor name, check number, amount, and purpose (restricted or unrestricted).
- The list would be given to the individual that records the accounting transactions into the accounting software, and it would also be given to the individual that sends acknowledgment letters to donors. The information would then be recorded into the accounting software, and donor acknowledgments would be prepared and mailed.
- The physical checks would be given to another staff member to prepare the deposit.
- The executive director would take the deposit to the bank and return the bank validated deposit slip to the individual in charge of entering information into the accounting system.
- The individual in accounting would attach the validated deposit slip to the listed of the donations.

Disbursements:

- The administrative assistant opens the mail. All of the invoices would be given to the individual that records the accounting transactions into the accounting software.
- The invoices would be entered into the accounting software. All checks would be printed and attached to the invoices. The prepared checks and invoices would be given to the Executive Director (Board member) for review and signature.
- Once the checks are signed, the administrative assistant would place the checks and invoice stubs in the envelopes for mailing. The check stubs would be attached to the invoice and returned to the individual that records the accounting transactions in the accounting software for filing.