CASA of \_\_\_\_\_\_\_\_\_\_\_
Fiscal Control Policy



CASA of \_\_\_\_\_\_\_\_\_\_\_
2021

# Fiscal Control Policy

Purpose: The purpose of financial management in the operation of \_\_\_\_\_\_\_\_\_\_\_ CASA is to fulfill the organization's mission in the most effective and efficient way. The following is an explanation of the financial protocols and policies for \_\_\_\_\_\_\_\_\_\_\_ CASA which is under the financial control, as a court-based program, of the \_\_\_\_\_\_\_\_\_\_\_ County Juvenile Court. All funds given for the mission of \_\_\_\_\_\_\_\_\_\_\_ CASA must remain within \_\_\_\_\_\_\_\_\_\_\_ CASA. \_\_\_\_\_\_\_\_\_\_\_ CASA is committed to providing accurate and complete financial data for internal and external use by the Executive Director. This Fiscal Control Policy will be in accordance with National CASA and Ohio CASA standards.

# Responsibilities

The executive Director shall:

* Account for donor and grant restricted and clearly define the restrictions that are applicable for the funds.
* Report the financial results of CASA of \_\_\_\_\_\_\_\_\_\_\_ operations to \_\_\_\_\_\_\_\_\_\_\_ County juvenile court.
* Pay all obligations and file required reports in a timely manner.

# Budget Recommendations and Approval

All budget recommendations will be made by the Executive Director of CASA of \_\_\_\_\_\_\_\_\_\_\_ and approved by the \_\_\_\_\_\_\_\_\_\_\_ County Juvenile Court.

# Determination of Salary

The Executive Director determines salaries based on available funds. This may or may not need prior approval from the Juvenile Court.

Invoice Approval

All invoices for CASA of \_\_\_\_\_\_\_\_\_\_\_ will be paid by the Fiscal Officer for the juvenile court.

# Procedure for Authorized Purchases

All purchases must be approved by the Executive Director before any purchases may be made or ordered. Debit card purchases can only be made by the Executive Director.

# Access to Petty Cash

The CASA program does not have access to petty cash.

# Financial Reporting

All annual reporting requirements should be done under the discretion of the Program Executive Director.

# Financial Transactions with Insiders

No advances or funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed at the Executive Directors discretion.

In no case shall CASA of \_\_\_\_\_\_\_\_\_\_\_ borrow funds from any employee, volunteer or board member of the organization.

# Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific five-year objectives, the Executive Director shall:

* Submit operating and capital budgets to Juvenile Court or Ohio CASA upon request.
* Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

# Gift Acceptance

CASA of \_\_\_\_\_\_\_\_\_\_\_ shall accept contributions of goods or services other than cash that are related to the programs and operations of CASA of \_\_\_\_\_\_\_\_\_\_\_. Other non-cash items contributions must be reviewed and approved by the Executive Director before acceptance.

# Asset Protection

In order to ensure that the assets of CASA of \_\_\_\_\_\_\_\_\_\_\_ are adequately protected and maintained, the Executive Director shall:

* Plan and carry out suitable protection and maintenance of property, building and equipment.
* Avoid actions that would expose the organization, its board or its staff to claims of liability.
* Protect intellectual property, information and files from unauthorized access, tampering, loss, damage or confidentiality breaks.
* Receive, process and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

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# Scheduling Review of this Document

This one page document is to be included in the Fiscal Control Policy . The Fiscal Control Policy should be reviewed by the Executive Director and \_\_\_\_\_\_\_\_\_\_\_ County juvenile court annually or as changes need to be made. Below is the scheduling of the next review.

**Last Revised:** Jan 23rd. 2021

**Next Review Scheduled:** Jan. 2022

**First Adopted:** Feb. 2021

**Revision History:** Created by CASA of \_\_\_\_\_\_\_\_\_\_\_ Jan. 23rd 2021