

The Artistic Recovery, Inc. DBA Three20 Recovery Center

Internal Controls Policies and Procedures

The Board of Directors adopt various policies and procedures related to monitoring internal controls. These include a Whistleblower Policy, a Conflict-of-Interest Policy, a Capital Expenditures Policy, and Internal Controls Policy.

Internal Control Policy and Procedures consists of a variety of financial matters including: assets monitoring, reconciliation, auditing, budgeting and reviews.

Asset Monitoring Policy and Procedures:

No single individual shall be responsible for receiving, recording and depositing funds. The Executive Director designates staff person to create deposits and deposit funds.

Check Signing:

The issuance of all one-time checks in the amount greater than \$5,000 requires dual signature of the Executive Director and either the Board Chair or Treasurer. If neither officer is available, the Board Secretary may sign checks. All checks must have supporting invoices or other documentation attached to adequately support the purpose of the disbursement. *(Exception – dual signature does not apply to monthly recurring expense such as rent.)*

Grant Funding and Reimbursable Services Proposals

The Executive Director is responsible for vetting, securing and managing all grant funding and reimbursable services. The Executive Director is to submit grant and funding proposal summaries for board approval prior to actual submission. Summary shall include purpose of funds, amount of request and estimated timeframe of fund allocations.

Bank Deposits:

Cash and Check deposits are to be completed no later than Friday of week received to ensure no cash is left in building over weekends. Cash or check donations received in the amount of \$5,000 or greater are to be made within 24 hours of receiving. All deposit tickets must be approved and initialed by the Executive Director prior to bank deposit. All deposit transaction slips are also initialed by the Executive Director.

Bookkeeping and Recording

Bookkeeping responsibilities are handled by bookkeeper or CPA as determined by Board of Directors and reports to Executive Director. Bookkeeper maintains the records for the organization on designated accounting platform (currently QuickBooks) as determined by Board of Directors.

The Executive Director is responsible for ensuring all income, expenses, including grants and all funding stream sources are properly recorded and that the funds are used in accordance with their restricted purpose. T

Bank Statements and Monthly Reconciliation – Executive Director will print, review and initial monthly bank statements and attach to monthly reconciliation supplied by bookkeeper. Executive Director will file for record keeping once reviewed and initialed.

Reconciliation Policy and Procedures:

The Bookkeeper is responsible for the accuracy and completion of the following reconciliations:

Monthly reconciliation of all cash, checking, saving and investment accounts.

Monthly reconciliation of all credit cards

Monthly reconciliation of accounting platforms (currently Quickbooks) and Donor Management Platform.

Monthly reconciliation of funds received via online platforms (such as Square, etc)

The Executive Director is responsible for ensuring all income, expenses, grant allocations and reimbursables are properly recorded and that the funds are used in accordance with their restricted purpose.

Treasures Report:

The Bookkeeper will provide the Board Treasurer monthly financial statements, including a balance sheet, income statement and cash flow statement, with sufficient detail to portray the true financial condition of the organization.

Quarterly Financial Projections:

The Bookkeeper will provide the Board Treasurer with 90 day cash flow projections for Board review.

Quarterly Dashboard Reports:

The Executive Director will prepare each of the *Quarterly Dashboard Reports* (as outlined by the Board of Directors) and send to Board Treasurer two weeks prior to quarterly end for review. Once the reports are approved the Executive Director will then send to the Board of Directors for quarterly review.

Budgeting:

The Executive Director will draft the annual budget and present it to the Board for review no later than November of each calendar year. The Executive Director will monitor approved budget and allocations on a monthly basis.

Audits

An audit firm will be selected by the Board of Directors. Audits will be performed as determined by the Board of Directors.