

INTERNAL CONTROL PROCEDURES

The following internal control procedures have been adopted by the Board of Commissioners and become effectively immediately:

A. Receipts

1. Receipts will be written primarily by front office staff.
2. Executive Director will write receipts on as needed basis only.
3. Receipts shall be reconciled with bank deposit by the Director.
4. Reconciliation will be completed by Administrative Assistant in absence of Executive Director.
5. Rental Register will be prepared by the Administrative Assistant which shall include recording rent charges and posting of receipts for public housing and Section 8.
6. Rental Register for CHSP will be prepared by the CHSP Coordinator which shall includerecording service charges and posting of receipts.
7. Rental Registers shall be reconciled with deposits by the Executive Director.

B. Disbursements

1. Purchases shall be made by the maintenance clerk after price comps have been obtained. Total cost including freight or handling charges shall be documented. Orders received shall be checked against the invoice and quoted costs and posted to the maintenance cards before brought to the Director for payment.
2. Checks shall be written by the Director and shall be two signature checks signed by the Director, Chairman or Vice-Chairman of the Board.
3. Chairman or Vice-Chairman shall sign a statement affirming check numbers signed.
4. A Commissioner other than those authorized to sign checks will conduct a random check of the bank statement against check vouchers to confirm proper disbursement on a monthly basis.
5. Check vouchers will be reviewed at the quarterly board meetings with approval signified by approval of the financial report.

C. Bank Reconciliation

1. Bank reconciliation will be conducted by the Executive Director on a monthly basis and shall be forwarded to the fee accountant for reconciliation and inclusion in the monthly reports prepared by the fee accountant.
2. Financial report shall be provided to the Board of Commissioners providing balances of accounts which shall be reviewed with bank statements and bank reconciliations.

D. Investments

1. Investments cashed in or transferred shall be signed by two of the following persons: Executive Director, Chairman or Vice-Chairman

E. Employee Compensation

1. Board will review proposed salaries for each employee and shall confirm approval by vote and with approval of the fiscal year budget or any amended budget affecting salaries.
2. Chairman or Vice-Chairman of the Board will review payroll reports and employee compensation records with W-2's and will submit W-2's with accompanying W-3 to the IRS.

F. Capital Assets

1. Capital Asset inventory will be maintained by the Administrative Assistant.
2. Physical inventory of capital assets will be conducted each year by the Administrative Assistant, Executive Director and Maintenance Man.
3. Inventory will be reconciled against purchases and board approved disposition of inventory.

G. Maintenance Inventory

1. Maintenance inventory will be maintained by the Maintenance Clerk.
2. Physical review of maintenance inventory and reconciliation shall be conducted on a quarterly basis.
3. All maintenance inventory used shall be recorded on work orders by maintenance staff.
3. Inventory will be reconciled against purchases approved by the Executive Director and removal of inventory to complete work orders.