



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

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**POLICY:** Financial Controls

**Effective Date:** January 1, 2018

**TITLE:** Financial Controls

**RATIONALE:** To ensure proper financial controls and the supervision of the financial management staff

### **POLICY/PROCEDURE:**

Any payment totaling more than \$750.00 must contain the signature of 2 members of management before the check will be authorized.

All payments and invoices are handled by the CFO.

All accounts are reconciled daily by the CFO.

All account information is submitted to Lively and Associates, CPA to complete a secondary evaluation.

Monthly meetings will be held with the Princeton Rescue Squad Board of Directors who review the finances and approve the budgets submitted by the CPA and the CEO.

### **RESPONSIBLE PERSONNEL:**

CFO, CEO, COO, Lively and Associates, CPA