

Procedures Manual

CLIENT NAME

Updated November 28, 2008

Introduction

This manual is intended for use by the **CLIENT NAME** for reference, documentation, and to assist with board, staff and volunteer transitions. A bit of history: the manual is being created at this time because the CLIENT NAME books were recently changed to the accrual method and consolidated to a single Quickbooks file, a new checking account was opened to simplify reconciliations, a new Bookkeeper was hired, a Finance Assistant was hired, volunteer duties were revised, and because comprehensive review is being made of all financial procedures with assistance from Consultant Jennifer Waggoner.

This manual is saved in Microsoft Word format to make it easy for CLIENT NAME to make additions and revisions, as appropriate, **so that it will not fall obsolete**. It is the responsibility of the organization's management (board and executive team) to ensure that CLIENT NAME is financially healthy. Having good procedures helps meet that responsibility. It is recommended that an **annual review** be conducted by the Bookkeeper and the Executive Team to ensure this manual is kept up to date (and to keep the review quick and incremental).

This manual is saved on CLIENT NAME computer and on the cd in this binder.

The Quickbooks files are saved on CLIENT NAME's server and is networked to the two computers in XXXXXX:

CLIENT NAME BOOKS.qbx

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