

ADMINISTRATIVE POLICY (AP No. 64)
Florida Engineering Society

**Policy Requiring the Establishment of Internal
Financial Management Practices and Procedures**

This Policy requires the preparation and implementation of a Financial Management Manual which shall contain the necessary Policies, Practices and Procedures to govern the activities and actions of the FES staff and members responsible for all financial operations of FES.

The purpose of the Financial Management Manual shall be to provide accounting policies and procedures to ensure internal control and record keeping procedures and practices conform to standard generally accepted accounting principles, as well as provide consistent and regular financial reporting to management and the Board of Directors.

It is the intent of this Policy that the Financial Management Manual shall be:

1. Prepared by Budget and Finance Committee, under the direction of the Vice president of Finance, and with the assistance of the FES Controller, Accountant, and Auditor;
2. Brought to the FES Board of Directors for approval once prepared and when amended;
3. Practical and thorough in all aspects of FES financial dealings and operations, and shall promote efficiency of operations;
4. Consistent with Standard Accounting Practices and Principles;
5. Consistent with IRS Rules and those of the State of Florida;
6. Consistent with FES Charter and By Laws and other FES Administrative Policies;
7. Modified when and as required by law;
8. Reviewed biennially or more frequently, as necessary; and
9. Amended from time to time to conform to changes made to staff, equipment, or standard accounting practices.

The Financial Management Manual shall contain provisions necessary for all aspects of the FES finances to direct staff activities and actions, to establish policy, and set controls, responsibilities, and limitations of authority. The following topics shall be addressed by the Manual, with additional topics added as needed.

- I. Financial Administration
 - Board of Directors Role
 - Financial Institutions
 - Authorized Check Signers
- II. Business Insurance
- III. Internal Control Procedures
 - Purpose of Internal Controls
 - Segregation Of Duties

- Fixed Assets
- IV. Budgetary Processes
 - Annual Budget
 - Interim Reporting
- V. Document Archival Systems
 - Document Archival and Destruction
 - Automated Systems Archival
- VI. Human Resource Management
 - Organizational Staffing
 - Payroll Administration
 - Benefits Administration
- VII. Cash Management
 - Cash Receipts
- VIII. Financial Management Procedures
 - Account Receivables
 - Account Payables
 - Processing Bills
 - Remitting Sales Tax
 - Bank Statements
 - Year-End Vendor Statements

The Financial Management Manual shall be implemented upon approval by the Board of Directors. The Board of Directors shall retain the right to interpret any ambiguity in the Manual and to amend the Manual if it determines it is in the best interest of FES. Overall direction for compliance with the Manual shall be the responsibility of the Executive Director. Day-to-day implementation and execution may be delegated to the Controller or the individual designated by the Executive Director in the absence of the Controller.

Approved by the FES Board of Directors
August 5, 2010