StEPs-UT Management
Management: An Introduction

HANDS-ON ACTIVITY #3 = 45 minutes
Assess Your Organization’s Financial Management

Instructions:
1. Look at the questions posted around the room in these categories:
   - Human Resources (Staff & Volunteers)
   - Administrative & Accounting Records
   - Cash Receipts & Disbursements
   - Property & Equipment
   - Budgets & Financial Reporting
2. Put a dot next to each question where you can answer “YES” (15 minutes).
3. Spokesperson for each category (assigned by instructor) summarizes the results (15 minutes).
4. Let’s discuss (15 minutes)!!

Questions from JumpstART Financial Management Checklists, Oklahoma Arts Council

Human Resources (Staff & Volunteer Governance)
- Does your organization follow standard human resources information management practices (e.g. separate medical files, employee relation files, job files, and hiring/firing records)?
- Does your organization have a current (e.g., in the last three years) written personnel policy manual? Does it address employment issues and conditions, laws affecting staff, benefits, grievance procedures, and other items?
- Does your organization review the adequacy of its insurance coverage annually? (this includes property, liability insurance for any staff and volunteers)
- Does your organization have an annual recognition program for its volunteers?
- Are training programs in place to teach all new paid and volunteer staff about your organization policies, mission, requirements, opportunities, volunteer governance and empowerment and employment benefits?

Administrative & Accounting Records
- Does your organization maintain the following accounting records:
  - Checkbooks (or computer-printed checks)?
  - Timesheets and payroll records?
  - Are large contributions (e.g., $250 or more) acknowledged (e.g., letters)?

Cash Receipts & Disbursements
- Are blank receipts properly safeguarded to ensure that only authorized persons have access to these records?
- Are bank deposits made when the organization receives a large amount of monies, even if a deposit was prepared earlier that same day?
- Are receipts written as soon as funds are received?
- Are checks signed by two authorized signatures?

(see over for rest of list)
• Does your organization have adequate controls over the petty cash or change fund (e.g., surprise cash counts, disbursement support)?
• Does the board treasurer, or another authorized volunteer not associated with the cash functions, reconcile the bank statements or periodically review the reconciliations?

**Property & Equipment**

• Does your organization maintain a listing of its property and equipment items including description, location, identification number, date of acquisition, and cost of each item?

**Budgets & Financial Reporting**

• Is a board-approved organization budget developed by fiscal year?
• Does the board investigate and take action regarding significant variances between budget and actual income or expenditures?
• Are monthly financial reports prepared?
• Do the financial reports include both balance sheet (statement of financial position) and income statement (statement of activities) information for the reporting period, year-to-date figures, and a comparison to the budget?
• Does your organization have a conflict of interest policy for the governing board and employees which prohibits an individual when acting in a position whereby a decision will be made concerning an organization in which the individual has substantial interest?