



## 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)!!!
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#### ***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?