

Download Accounting Policies And Procedures Manual Free

The purpose of this manual is to describe the existing accounting and business policies and procedures that have been established as the norm for [Church Name], Inc. and to serve as a valuable reference guide for the church. These policies and procedures have been designed to help safeguard the Church's assets and to promote accuracy, efficiency. In this Policy Manual Template you will find policies, procedures, and internal controls necessary to develop documentation. In these templates, you will find various checklists, forms, and spreadsheets to develop a comprehensive accounting policies and procedure manual for your business.

Nonprofit Accounting Manual Template All (Organization)'s staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual. These policies will be reviewed annually and revised as needed by the staff and approved by the Executive Director and Finance Committee of the Board of Directors. A manual that includes high level policies and procedures to ensure that the financial activity is recorded accurately and consistently across organizations, so that government-wide financial statements will comply with authoritative Governmental Accounting Standards Board and legislative standards.