

## **OPPORTUNITY HOUSE FINANCIAL POLICY**

Opportunity House strives to have the best possible internal controls and financial systems in compliance with IRS regulations and generally accepted financial practices. This Financial Policy is approved by the Board of Directors to guide the work of staff and outsourced financial management.

### **1. Financial Accountability**

The Board of Directors of Opportunity House shall ensure the overall financial health of the ministry including, but not limited to appropriate preparation of an annual budget, appropriate handling and distribution of funds and the appropriate preparation and presentation of regular financial statements. The Board Treasurer shall prepare or direct the preparation of, review and present the annual financial statements to the Board of Directors.

### **2. Approval of Plans and Commitments Before Implementation**

The Board of Directors will set the annual budget, based on Opportunity House's fiscal year (January through December), to direct how funds are spent. The Executive Director will work with the staff and Board in preparing the budget and will monitor expenditures to ensure that the ministry operates within the budget guidelines. Board approval is necessary in order to spend significant funds or make significant financial commitments to projects that have not already been incorporated into the approved budget.

### **3. Accurate, Timely Financial Reports and Information Returns**

The Executive Director is responsible to ensure that Opportunity House provides accurate, timely financial reports and information returns. The Executive Director will regularly review financial statements, including a balance sheet and a comparison of actual financial activity to the approved budget. The Executive Director or his/her designee will maintain a calendar of report deadlines and will advise the Board of Directors to ensure that all financial reports and information returns have been filed as required.

### **4. Banking Institutions and Accounts**

In order to minimize risk and maximize benefit, Opportunity House shall utilize only federally insured local banking and savings institutions. The amount on deposit with any one institution may not, in the usual course of business, exceed the FDIC insured limit of \$250,000. The Treasurer will review the banking relationship annually. The Executive Director, one designated site coordinator, the Board Chair and Vice Chair are authorized signers of certificates of deposit and money market accounts.

