East Texas Gulf Coast Regional Trauma Advisory Council

Guidelines for Financial Operations

STANDARD OPERATING PROCEDURE

FINANCIAL OPERATIONS TO ASSURE SEPARATION OF DUTIES

CONTRACTOR

- Posting of income/ expenses
- Reconcile bank statements
- Preparation of Monthly and end of year financial Reports for DSHS
- Preparation of financial reports for the Board of Directors
- Assist with preparation of Purchase Orders
- Prepare reports on Accounts payable
- Preparation of records for A-133 Audit

EXECUTIVE DIRECTOR

- Over-sight of financial operations
- Prepare Purchase Orders
- Prepare checks
- May sign checks that have been:
    - Approved in the annual budget as reoccurring expense
    - Approved as a line item in the annual budget such as travel, supplies, etc
    - Approved in a spending plan approved by the board of directors
    - Approved in the EMS-County Grant for grant distribution
    - Within 10% over or under the original amount approved
- Make deposits
- May sign Purchase Orders that have prior Board Approval either within the budgetary limit or approved of spending plan for reimbursement

ADDITIONAL PROCEDURES

QuickBooks will be utilized for bookkeeping purposes

Quick Books will be available for review by the Chair and Treasurer

Quick Books entries will only be made by designated RAC-R staff

There will be a Purchase Order for all purchases following guidelines in the approved RAC-R Procurement Policy

Purchase Orders may be prepared in Quick books

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