Fiscal Responsibility for Agency Staff

POLICY/APPROACH:

All representatives of Southern Oregon Head Start will ensure that cash assets are secure, and Federal, State, and IRS regulations are followed.

PROCEDURE:

- Be responsible for the maintenance of agency assigned lockbox, briefcase, or locking drawer for the storage of funds and records.
- Only the Site Manager/Family Advocate and one (1) additional staff person may have access to the locked storage.
- **Agency funds (such as petty cash) may NEVER be commingled with personal funds.**
- All cash records and ledgers will be updated daily.
- Random audits may be performed to ensure timely and accurate record keeping is being followed.
- Cash and checks must be sent to the Fiscal Office to be received within two (2) business days of receipt.
- **All monetary donations received at the Center MUST be immediately submitted to the Fiscal Office regardless of the purpose of the funds.** (Exception: Dollar per Child donations, which are sent to the PFCE Dept. Office.)
- All donors, for cash and non-cash donations, are given a receipt at the time of the donation. A copy of the receipt is sent to the Fiscal Office.
- **Donated funds will be processed through the Agency Fiscal System and used according to the donor's instructions.**
- Any employee charged with the safekeeping of Agency shall be held personally liable for such funds.
- In the case of suspected fraudulent activities the Finance Director and Human Resources Director will be notified and the concern will be investigated.
- Based on the results of any investigation of suspected fraudulent activities a report may be filed with the appropriate authorities.
- **Violations** of these procedures may result in **disciplinary action**, up to and including termination and/or legal action.