

Ingersoll Support Services Inc.

Policy: Financial Management	Policy #A 0 Section: Administration
Reviewed and Effective: April 1 2018 Date of Origin: April 1 2018	Ministry requirement -
<i>The purpose of financial management in the operation of all activities of Ingersoll Support Services is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, families, funders, employees and the community. In order to accomplish this, Ingersoll Support Services commits to providing accurate and complete financial data for internal and external use by the Executive Director and the Board of Directors.</i>	

Procedure:

Financial management for Ingersoll Support Services is the responsibility of the Finance Department, the Executive Director and the Board elected Treasurer. Established practices ensure sound fiscal management and financial stability. Practices include Accounting Procedures, Internal Controls, Financial Planning and Reporting, Expense and Accounts Payable Procedures and Asset Management.

The following policies fall within the Financial Management framework of Ingersoll Support Services:

- A 1 – Signing Officers
- A 2 – Financial Statements and Returns
- A 3 – Fundraising and Donations
- A 4 – Employee Compensation
- A 6 – Inventory Control
- A 7 – Expense Claims
- A 8 – Repair and Maintenance
- A 9 – Accounting Procedures
- A 10 – Annual Budget
- A 11 – Bank Accounts
- A 12 – Payment Processing
- A 13 – Cash and Debt Management
- A 14 – Insurance