

## Checklist – Nonprofit Fiscal Policy

*Topic areas for Finance Staff & Investment Committee*

The fiscal policy should outline the roles and responsibilities of the Finance Director, the Executive Director and Board Members in the following areas:

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1. Budget development & oversight
  2. Controls & segregation of duties
  3. Banking arrangements
  4. Purchasing and contracting procedures
  5. Property inventory
  6. Recordkeeping
  7. Payroll services
  8. Retirement Plan
  9. Annual Financial Audit
  10. Fiscal reports
  11. Property & liability insurance