

**WASHINGTON CENTER FOR DEAF AND
HARD OF HEARING YOUTH**

POLICY: 6001

Adopted: **May 10, 2019**

SUBJECT: Internal Controls

Approved by:


Nancy Fitta, CDHY Board of Trustees Chair

The Washington Center for Deaf and Hard of Hearing Youth (CDHY) is committed to safeguarding its assets, checking for accuracy and reliability, promoting operational efficiency and encouraging adherence to policies for accounting and financial controls. Internal controls are a process designed to provide reasonable assurance about the achievement of an entity's objectives. This includes:

- Safeguarding assets.
- Checking accuracy and reliability of accounting data.
- Promoting operational efficiency.
- Encouraging adherence to policies for accounting and financial controls.

To support the internal control framework, policies and procedures are to be developed by the director of business operations or a delegate assigned by the executive director. Procedures are practices to support policies and provide day-to-day and specific guidance to employees conducting various activities. These control activities include:

- Dual verification of accounting transactions in the official system of record (AFRS) and any supporting subsidiary systems.
- Periodic reconciliation of all financial records and reporting systems under direct management of the business office staff.
- Verification of transactions through agency forms and electronic communication.
- Physical controls and documentation of assets.
- Adequate separation of duties.
- Ongoing coaching and training of sound financial management practices, and risk related policies and procedures.

Periodically, executive leadership will conduct a comprehensive review of the internal control structure to determine if it is adequately addressing agency risks. The findings of this review will be reported to the finance committee. Documentation of activities conducted in connection with risk assessments, review of internal control activities and follow-up actions will be maintained. This will include any checklists and methods used to complete the activities.

The Director of Business Operations will act as the internal control officer. Annually, this officer (or delegate) will provide assurance to the agency executive director in writing that the agency has performed the required risk assessments and the necessary evaluative processes.