Organizational Fiscal Policies and Procedures

Suggested Table of Contents

Fiscal policies and procedures are intended to outline, in a user-friendly way, how Head Start organizations implement fiscal systems. The policies and procedures also describe day-to-day processes that ensure how the organization safeguards assets, checks the accuracy and reliability of its accounting data, and promotes efficient operations. The following list of broad topics should be covered within an organization’s fiscal policies and procedures:

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Committee Structure
Accounting Department Structure

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**Record Retention**
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