

Twin Forks MDWCA

Standard Operating Procedure B.1

Security of Office and Funds

Approved by the Board of Directors
[September 17, 2005]

I. Security of Twin Forks MDWCA Office

A. Keys to the Twin Forks MDWCA office are to be issued only to members of the Board of Directors and to the two employees. Only the President, Secretary-Treasurer, and Office Manager are to have keys to the safe and the file cabinets. Only the President may authorize the loan of these keys to others.

B. The safe is to be kept locked except when documents are to be removed or placed in the safe.

C. File cabinets may be unlocked when Board members or the Office Manager are in the office, but they should be locked at the end of the business day.

II. Security of Funds

A. All checks require two signatures (Secretary-Treasurer and either President or Vice-President in the absence of the President). The Office Manager will prepare payments and supporting documents for authorization to pay and signature on the check by the Secretary-Treasurer, who will forward the check and supporting documents to the President and/or Vice-President for authorization to pay and signature on the check. The last signor will place the payment in the envelope, seal, and place in the U. S. mailbox for delivery. The supporting documents will be returned to the Office Manager to be filed.

B. Only the Secretary-Treasurer and/or President (Vice President in absence of President) may open Bank Statement envelopes and reconcile Bank Statements.

C. The members of the Board of Directors and all staff shall cooperate fully in any audit of the finances of the Twin Forks MDWCA.