

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Effective Systems of Internal Controls	Policy #: 3.10
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### 3.10 Effective Systems of Internal Controls

**Policy:** The GSHWC's financial management system is the responsibility of the Board of Directors. Specific tasks and duties related to the management of the Center's financial affairs will be separated such that no one position has control over functions that could lead to questions regarding misappropriation of funds. The CFO is responsible for establishing the delegation of tasks with the handling of cash, checks, and accounts receivables and payables to assure that sufficient controls are in-place to safeguard assets.

**Purpose:** It is the purpose of this policy to establish safeguards and controls of GSHWC's assets.

**Procedures:**

- 1.The Board of Directors delegates to the CFO the responsibility for oversight GSHWC's financial operations including the safeguarding of corporate assets by establishing internal financial controls and a separation of duties based on staff resources.
- 2.The CFO oversees and assigns the tasks related to delegated financial responsibilities to the support staff of front offices, billing department, the accounting department, and any staff position that handles cash or checks.
- 3.The CFO must establish policies and procedures to assure adequate internal control systems that address any internal control shortcomings identified in the annual independent audit.