


<b>Category:</b>	Financial	<b>INCA Community Services Financial Procedure</b>  
<b>Reviewed Date:</b>	3/22, 3/23, 3/24, 3/25, 3/26	
<b>Forms:</b>		
<b>Responsible:</b>	Board of Directors, Executive Director, Accounting Department	

**Other**

**Program Income**

Program related income would be used to augment the total cost of the program generating the income. Interest income on federal funds will be returned to the Treasurer of the United States, if necessary. Donations of cash and non-program related income would be separately accounted for.

**Financial Procedures**

Financial procedures will be reviewed annually. The Board of Directors prior to implementation will approve changes in the Financial Procedures Manual.

**Fiscal Management Disaster Recovery**

The MIP Cloud keeps everything automatically backed up to the cloud based system. Off site storage is not necessary. MIP has a trusted system that enables the agency to keep everything online.

**Fraud Risk**

INCA 's Board of Directors' role in overseeing the organization's fraud risk assessment and monitoring process is to ensure that appropriate internal controls are established and implemented to safeguard local, state, and federal funds. The governing board receives training on its roles and responsibilities as the governing body of the agency. The board receives monthly reports of financial status and program operations in order to control program quality, maintain accountability, and to follow up on any financial concerns. The Finance Committee meets on a quarterly basis in order to review in detail all financial statements on each grant that the agency administers. The board thoroughly reviews compliance with program reporting requirements to ensure that program requirements have been met and, if not, what corrective action is necessary.

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.