
Accounting Policies

Below are the brief Index of the Accounting policies we maintain.

- **General & Administrative Procedures**
- **Cash Procedures**
- **Inventory & Asset Procedures**
- **Revenue Procedures**
- **Purchasing Procedures**

Index

- Purpose
- Scope
- Responsibility
- Exclusions
 - Internal Auditing
 - Payroll
 - Finance And Treasury
 - Information Systems
 - Security Planning
 - Disaster Policies
- **Management Responsibility**
- **Accounting Organization**
 - Accounting Department Org Chart
 - Finance & Treasury Responsibilities
 - Controller Responsibilities
 - Accounting Staff Responsibilities
 - Operations Staff Responsibilities
- **Management Commitment**
- **Management Accounting Policy**
- **Planning**
 - Accounting Objectives
 - Accounting System Planning
- **Accounting Responsibility, Authority, And Communication**
 - Accounting Responsibility And Authority
 - Accounting Management Representative
 - Accounting Internal Communication
 - Referenced Accounting Procedures
- **Accounting Management Reporting**
 - General Accounting
 - Accounting Review Input
 - Accounting Review Output

- Referenced Accounting Procedures
- **Business Conduct**
- **Accounting Management System**
- **Accounting Objectives**
- **Accounting Requirements**
 - Accounting Overview
 - Accounting Internal Controls
 - Accounting Audit Findings
- **Accounting Transactions**
 - Accounting Authorization
 - Timing
 - Amounts
 - Accuracy
 - Referenced Accounting Procedures
- **Accounting Documentation**
 - Accounting Manual
 - Control Of Accounting Documents
 - Control Of Accounting Records
 - Accounting Transactions
 - Referenced Accounting Procedures
- **Accounting Security**
 - Accounting Physical Security
 - Disaster Security
 - Accounting Information Security
- **Cost Accounting**
 - Accounting Costing Purposes
 - Cost - Time Incurred
 - Cost - Reaction To Changes In Accounting Activity Levels
 - Cost - Influence On Accounting Decision Making
- **Basis Of Accounting**
- **Accounting Processes, Procedures And Internal Controls**
- **General & Administrative Accounting Procedures**
 - Chart Of Accounts
 - Files And Records Management
 - Travel And Entertainment
 - Management Reports
 - Period-End Review & Closing
 - Controlling Legal Costs
 - Taxes And Insurance
 - Property Tax Assessments
 - Confidential Information Release
 - Document Control
 - Referenced Accounting Procedures
- **Cash Accounting Procedures**
 - Cash Drawers
 - Cash Receipts And Deposits

- Problem Checks
- Wire Transfers/Net Banking
- Check Signing Authority
- Check Requests
- Bank Account Reconciliations
- Referenced Accounting Procedures
- **Inventory & Asset Accounting Procedures**
 - Inventory Control
 - Inventory Counts
 - Fixed Asset Control
 - Customer Property
 - Fixed Asset Capitalization & Depreciation
 - Referenced Accounting Procedures
- **Revenue Accounting Procedures**
 - Donations-in
 - Tax Deductions
 - TDS
 - Account Collections
 - Donor Returns
 - Referenced Accounting Procedures
- **Purchasing Accounting Procedures**
 - Vendor Selection
 - General Purchasing
 - Project Purchasing
 - Receiving And Inspection
 - Shipping & Freight Claims
 - Accounts Payable And Cash Disbursements
 - Referenced Accounting Procedures
- **Accounting Resource Management**
- **Provision Of Accounting Resources**
- **Human Resources**
 - Accounting Staff
 - Competence, Awareness, And Accounting Staff Training
 - Separation And Supervision Of Accounting Duties
 - Referenced Accounting Procedures