

Financial Management Review

Each board member should be able to answer the following questions.

- Do you understand basic vocabulary used in fiscal management (for example: accounting, controls, allocation, cost benefit and ledger)?
- Is it clear who is accountable for the financial management of this agency?

Budget

- Are program goals (long and short-term) clear before the budget process begins?
- What budget process is used in your agency?
- Why was it chosen?
- How does it work?
- When does the budget making process begin?
- What is the completion date?
- Who is responsible for budget preparation?
- How is the budget monitored?

Accounting

- What current policies assure controls: on cash management, internal controls, basic safeguards on how the money is allocated, and on reliable reporting?
- How are records audited and by whom?
- Are all taxes, insurance, and bills paid on time?
- How often does the board receive an accurate financial report?
- Does the agency have a fidelity bond as insurance against the possibility of a dishonest employee?