



Subject: Internal Controls & Separation of Duties Policy

Policy No: 2015-43

Effective Date: 4/25/2017

Revised: 4/30/19

Purpose:

To establish methods of compliance and integrity within the fiscal system to ensure safeguards are in place to minimize the possibility of misuse of public funds.

Benton-Franklin Workforce Development Council (BFWDC) will establish a system of internal controls to ensure accurate financial reporting, compliance with appropriate federal and state regulations, and safeguard of assets. BFWDC will maintain appropriate separation of duties and approval authority to protect assets from fraud and abuse.

INTERNAL CONTROLS & SEPARATION OF DUTIES PROCEDURES

Email admin@bf-wdc.org for an up-to-date Separation of Duties Flow chart