AERAC approved 4-15-2021

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| **Financial** **Management** **(FM) Self-Study**  **Organization will establish a self-study committee to assess and rate the organization on the following:** | Supporting Documentation | Organization Self-Study Assessment | | |
| Indicate name of file or cite page in documents you provide to show compliance. | Fully Met | Partially Met | Not Met |
| 1. Written policies for financial management are in place, either developed by the organization or by departments of government with responsibility for financial oversight. |  |  |  |  |
| 2. Financial management is conducted in accordance with generally accepted accounting practices. |  |  |  |  |
| 3. Risks to the organization are addressed through:  a. general liability insurance  b. Board of Director’s insurance  c. disaster recovery plans  d. records retention and destruction policies  e. electronic data management policies and procedures |  |  |  |  |
| 4. The organization defines and prohibits conflict of interest on the part of governing board members, administrators, instructors, and staff in the management and operation of the organization. |  |  |  |  |
| 5. The organization prepares, adopts, and operates within defined comprehensive budgets for specified periods of time and in accordance with policies established by its board or as established by contracts with government or other funding bodies. |  |  |  |  |
| 6. Appropriate staff are appointed to committees which are accountable for portions of the budget and participate in its preparation. |  |  |  |  |
| 7. The organization maintains a system of internal controls, including effective and efficient systems to account for all financial transactions, to safeguard assets, and to prevent or detect irregularities including fraud. |  |  |  |  |
| 8. The organization prepares routine financial statements that clearly and accurately present the organization’s financial position in accordance with generally accepted accounting principles. |  |  |  |  |
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| 9. The organization has its financial statements audited annually by appropriate governmental bodies or independent qualified auditors and makes changes to address findings and recommendations. |  |  |  |  |
| 10. Investment accounts and endowments are managed according to standards required by state law, regulatory or governing authorities. |  |  |  |  |
| 11. Restricted funds are used only in accordance with the donor’s intent. |  |  |  |  |
| Total Standards |  | /11 | /11 | /11 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Financial Management Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Recent Audit
* Financial Management Policy and Procedures, including
  + Accounts Payable
  + Accounts Receivable
  + Risk Management
  + Disaster Recovery
  + Records Retention
  + Data Management
  + Investment Accounts and Endowments
  + Restricted Funds
  + Budget Development
* General Liability Insurance
* Board of Directors Insurance
* Income and Expense Budget for Current and Past Year
* Job Description for Senior Accounting Staff
* Financial Statements for Current and Past Year
* Contracts of $2500 or higher signed by organization.
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: