NONPROFIT ORGANIZATION

ACCOUNTING POLICIES AND PROCEDURES MANUAL

Adopted August, 2019

The Accounting Policies and Procedures Manual: An Essential Document for Nonprofit Organizations

By Roberta Katz, MBA

Does your nonprofit organization have a formal Accounting Policies and Procedures Manual that is approved by senior management and the Board of Directors? A nonprofit organization that does not have documented policies and procedures which are implemented, enforced and updated regularly, is at risk of reporting inaccurate and unreliable financial results, being a victim of fraudulent activity and jeopardizing the ongoing operation of the accounting department. In addition, the CPA firm performing the annual audit will often cite the lack of a manual in their Management Letter with a recommendation to have it compiled and implemented.

What is an Accounting Policies and Procedures Manual?

An Accounting Policies and Procedures Manual documents the organization's policies for the operation of the accounting department and the procedures to be followed in order to carry out these policies. The manual serves as a guide for the accounting staff to follow in order to produce accurate, reliable and timely financial reports. It ensures that the organization's financial resources are properly safeguarded and used only for authorized purposes.

The structure of the manual will vary based on the budget size of the organization, the number of staff and the complexity of its financial operation. A well-written manual will accomplish the following:

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