**Finance Department Procedures**

Grant Cutting Process (1st and 3rd Wednesday )

* Yvonne gives Judy the approval sheet indicating what grants need to be paid.
* Judy gets the necessary manual signatures and then gives Yvonne all of the checks for mailing.
* Yvonne lets Judy know if there were or weren’t problems with the check signing.
* Yvonne then gives Judy the check stubs for filing.

Admin Cutting Process (Every Thursday)

* Judy gives Yvonne checks (less than $4,000) to be signed as well as the check register.
* Yvonne lets Judy know if there were or weren’t problems with the check signing.
* Yvonne gives Judy the signed checks for mailing.

Grant Reconciliation

* Yvonne gives Judy the monthly grant reconciliation as well as the detailed reports from Gifts.

Audit Fieldwork

* The majority of the grant test work was done in December. Cynthia and/or Mandy should be able to answer any additional questions the auditors may have during fieldwork. Otherwise, the auditors will be back the week of May 16th to wrap up their fieldwork and can follow-up with Yvonne at that time.

Director Fees

* Yvonne provides Mandy with all signed minutes from the previous quarter. First quarter 2011 director fees will be paid on April 15th.