|  |  |
| --- | --- |
| Receipts & Disbursements - General Guidelines | Policy Approved By: Board of Directors  |
| Section:  Finance Policies | Date of Approval: Month XX, 2019 |
| Accreditation Issue:  | Date of Next Review: Month XX, 2022 |

#### 1.0 Introduction

To provide general guidelines for receipts and disbursements, selecting signing authorities, establishing cheque-signing requirements and issuing and maintaining tax receipts

#### Scope

Board of Directors, Executive Director and Financial Staff.

#### 3.0 Policy/Procedure

The Financial Consultant and Administrative Coordinator shall keep an up-to-date and detailed record of all receipts and expenditures, which will comply with all record retention policies.

All statements received from banks and other financial institutions will be reconciled on a monthly basis and will be signed off by the Executive Director.

The cheque stub which details the cheque number and the date of payment shall be attached to each invoice when paid. The invoice will then be filed with the adequate supporting details and in the appropriate vendor, month or object file.

All payments received shall be deposited on regular frequency as needed with all deposits occurring at least once monthly.

The Board of Directors shall approve signing authorities for the Health Centre at a meeting that shall be convened immediately following the Health Centre’s Annual General Meeting (AGM). At that meeting, sample signatures of the newly authorized signing Officers will be taken and the required forms will be completed and forwarded to the appropriate bank and or financial institution by the Executive Assistant/HR Coordinator.

#### 4.0 RELATED QUEST FINANCE POLICIES

For related Quest finance policies, see:

* Cheque Signing
* Procurement
* Purchases, Receipts and Disbursements
* Travel Expense Claims

#### 5.0 RELATED QUEST FORMS

#### 6.0 Other References and Additional Information

N/A

#### 7.0 Policy Contact

Executive Director