

## **11.02 Financial Planning and Management**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to remain committed to utilizing its financial resources in a manner that is consistent with the mission of the agency and, to adhere to responsible business practices which promote financial stability and growth and assure compliance with applicable legal requirements.

### Procedure:

The Board of Trustees adopts an operating budget annually. The budget is developed by the Director of Finance with input from administrators, directors, coordinators and area managers, reviewed by the Finance Committee and then adopted by the full Board of Trustees no later than December of each calendar year.

Income and expense reports are generated on a monthly basis and utilized by the CEO/President, administrators, directors, coordinators, and managers to monitor income being generated and expenses based on budgeted projections. Monthly reports are provided to the full Board of Trustees prior to the regularly scheduled meeting. Recordkeeping is consistent with generally accepted accounting principles. The Financial Department policies and procedures provide internal controls for the management of cash and handling of checks.

The by-laws require the hiring of a Certified Public Accountant for an independent audit of the agency's financial statement. The audit report includes the auditor's opinion on the financial position and results of annual operations and cash flow in conformity with generally accepted accounting principles. The Finance Committee reviews the auditor's report and recommends acceptance or rejection as written to the full Board of Trustees.