



River Valley Child Development Services Policy

Internal Controls		
Dates Reviewed: 12/2022	Dates Revised: 12/2022	Dates Approved by BOD: 10/21/2021, 12/15/2022
Effective Date: 1/15/2023		

1. Policy Statement:

River Valley Child Development Services, hereinafter referred to as RVCDS, maintains a system of internal controls that include both administrative and accounting controls.

2. Purpose for Policy:

- To protect and secure the assets of RVCDS.
- To ensure the reliability and integrity of financial information so that management has accurate, timely and complete information in order to plan, monitor and report agency operations.
- To demonstrate the agency is a good steward of grant funds and understands its fiduciary responsibilities.
- To promote efficient and effective operations.

3. Policy Applies to:

- ✓ Employees
- ✓ Board of Directors

4. Related Agency Policies:

- Compensation
- Conflict of Interest
- Document Retention
- Information Technology
- Risk Management

5. Related Forms:

- Account Reconciliations Form

6. Resources:

- Generally Accepted Accounting Principles (GAAP)
- 2 CFR 200.302
- Sarbanes-Oxley 404

7. Policy Compliance:

Employees not in compliance with this policy will be subject to discipline, up to and including termination.