

Interesting Facts & Anecdotes

from your District Operations and Member Services Committee

December 2013

Did you know?....

1. At least quarterly and at the end of board meetings, board chairs should ask for feedback on how the board meetings are going. Questions can include: "what is working well?" and "what could be done to improve the meetings?"
2. Financial policies should cover the following practices and answer the following questions:
 - o About invoices
 - Do they detail dates and services provided or items purchased?
 - If the vendor sends statements, are they reconciled? (Does it show old unpaid invoices? Are district payments reflected?)
 - Who validates the invoice is legitimate (i.e., the district ordered the items or services; the items were received; the services were provided; and thus the bill should be paid)?
 - The person validating the invoice should not be the person who writes the check paying the invoice. The person validating should be the person in charge (project manager) of the project or fund.
 - Does the invoice bill for items on back order (not yet received)? Payments should not be made for items on back order. Vendors should invoice later, only after the shipment is sent.
 - Are checks written from the invoices and not only from the vendor statement (generally a monthly statement without invoice details)? Or if from the statement, is each approved invoice attached?
 - Who "cancels" the invoice as having been paid, so it won't be paid twice?
 - Are the following data recorded on the invoice: Amount paid? Check number? Date paid? Grant or project and budget category to which it should be assigned, and to which grant period or year?
 - o About checks
 - Are they appropriate: items paid for, from an appropriate source, amount of check?
 - Does the check have a complete payee name and address (name only is unacceptable)?
 - Is each check number accounted for on the books?
 - Do checks on the books coincide with those reported on bank statements?