

Brevard Academy-A Challenge Foundation Academy's(BA-CFA) financial duties shall be distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

Cross Reference BA-CFA policies: Cash Receipts (8300); Deposits (8310); Payroll (8500); Cash Disbursements (8450); Petty Cash (8460); Bank Reconciliations (8030)

**Procedures:**

- Procedures for each above referenced policies of this document will identify the position responsible for carrying out each function so that no single person or entity has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
- During absence, responsibilities shall shift to another employee who has been cross-trained in those responsibilities.