FINANCIAL RISK MANAGEMENT CHECKLIST

By Jorge I. Franchi, 33°, Chief Financial Officer
FINANCE!
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<th>Read All about It!</th>
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The minimum number of people required to sign a check.
What is 2?
This disbursement requires receipts prior to payment.
What are all disbursements?
The types of checks that are strictly prohibited.
What are blank checks and checks to cash?
The number of credit card charges that require receipts for payment.
What is all of them?
The acceptable number of debit cards that can be used by a Valley.
What is ZERO?
The person responsible for paying a credit card when no receipt is provided.
Who is “the guy who charged it”?

THAT’S YOU!
The formal review of financial activity that should be conducted annually.
What is an audit?

**Audit**

Noun

1. An official inspection of an individual's or organization's accounts, typically by an independent body.

"Audits can't be expected to detect every fraud"
The monthly comparison documents that should be prepared and distributed to members.
What are Financial Statements (Budget-to-Actual)?
The financial road map prepared each year and distributed to members.
What is an annual budget?
Required federal reporting document
What is IRS Form 990?
A Valley’s TWO required policies
What are Whistle Blower & Conflict of Interest?
The document you recently received that should be reviewed annually with Valley leadership.
What is the Risk Management Checklist?
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