



FRANKLIN COUNTY LAND BANK
BUILDING STRONGER COMMUNITIES

Adopted 1/9/2025

INTERNAL CONTROL POLICY

The following outlines the policy and procedures used by the FCLB to ensure financial controls:

Payment of Invoices

- All invoices are reviewed by a Board Member and the Executive Director.
- After review by a Board Member and Executive Director, either the Board Member or Executive Director prepares, signs, and attaches a voucher to the invoice for payment. This voucher details the payee, expense account description, project description, expense class type with which the payment is affiliated, and amount to be paid.
- The vouchers are signed by the Executive Director and presented to the Finance Committee for review and consideration.
- Approval of one member of the Finance Committee is required prior to payment of any invoice.
- The final step in the process to pay invoices is for the Chairperson of the Board of Directors, Treasurer, Executive Director or other Board approved signor, to sign the check for payment.

TRANSFERS

Internal transfers between accounts for routine cash management may be processed by any signatories on the applicable account. Any withdrawals made in person requiring a withdrawal slip shall be authorized by two signatories on the applicable account.

BANK ACCOUNTS

Bank statements are reviewed by the Executive Director, Board Chairperson, and the Treasurer.

FCLB staff and the Treasurer shall have online viewing rights to all FCLB bank accounts in order to monitor transaction activity on a daily basis for the purposes of fraud-prevention and to reconcile accounts in a timely manner.

All bank accounts shall be reconciled on a monthly basis by the Executive Director, and reviewed by the Financial Committee. A summary of account activity will be provided to the Board of Directors at their discretion. This will include a listing of all FCLB account balances.

Financial ledgers are available for inspection by the Treasurer as well as the annual external independent auditor.