

Financial Operations Policy Outline Form

Organization Name

Prepared By

Date

1. Purpose

State the main objective of this financial operations policy.

2. Scope

Define what is covered under this policy.

3. Roles and Responsibilities

List key roles and description of their financial responsibilities.

4. Financial Procedures

Describe procedures for financial operations (e.g., invoices, approvals, reconciliations).

5. Internal Controls

Outline internal controls for financial activities.

6. Reporting & Compliance

Summarize requirements for financial reporting and compliance.

7. Policy Review

Indicate the frequency and process for reviewing this policy.

8. Approval & Authorization

Describe approval and authorization requirements.