

Fiscal Policy and Controls Form

Organization Information

Organization Name

Address

Contact Person

Email

Fiscal Policy Overview

Policy Statement

Scope of Policy

Financial Controls

Describe Internal Controls (segregation of duties, approvals, etc.)

Financial Reporting Procedures

Bank Reconciliation Process

Approval Matrix

| Transaction Type | Limit/Threshold | Authorized Approver(s) |
|------------------|-----------------|------------------------|
| | | |
| | | |
| | | |

Record Retention

Document Retention Policy

Review and Update

Policy Review Frequency

Date of Last Review

Prepared by

Reviewed by

Approved by