

Section VIII

FINANCIAL MANAGEMENT

Overview

This section establishes the (Company Name) policies and procedures associated with managing the financial affairs of our various properties. The success of our agency depends on our collective ability to generate sufficient dollars to successfully operate the properties. Each property should be viewed as a business unto itself and the Site Manager is the primary employee who will influence the success or failure of that business.

To successfully fulfill the requirements of this section, each employee must know the following:

1. The proper procedures for recording and reporting monies collected at the site office.
2. The proper method for preparing a bank deposit and reporting it to the Central Office.
3. What to do about delinquent residents.
4. Reading and understanding financial statements and other reports.
5. The policies and procedures concerning site-level purchases, what approvals are required, and how to get the bills paid.
6. What reports are required from the site.
7. The Site Manager's role in budget preparation and controlling expenses.