

Internal Controls Policy
Comore Loma Water Corp.
Idaho Falls, Idaho 83403

Mail:

1. Mail is picked up from the post office by the Treasurer who opens it.
2. For payments and checks received:
 - a. The treasurer makes a list of all payments/checks received and gives the checks to the bookkeeper.
 - b. The bookkeeper records the payments in QuickBooks and then prepares the deposit. She takes the deposit to the bank and receives a detailed deposit slip from the bank. The detailed deposit slip is compared to the list made by the Treasurer to verify they tie and the payments have been posted correctly.
3. When bank statements are received, the Treasurer and bookkeeper reconcile them together.
4. The Treasurer reviews all other correspondence received and give it to the Bookkeeper to distribute it to the individual on the board who has responsibility over it.

Purchases:

1. Each board member has been assigned specific areas they are over.
2. Each board member is responsible for approving invoices in the specific areas they are over, including routine expenditures such as lawn mowing, utility payments, etc.
3. Purchase orders: All work outside of an approved contract over \$1,000, with the exception of emergencies, will require a purchase order request with information about the scope of work to be completed, equipment, or other items requested. The Treasurer can issue a PO if the purchase has been board approval.
4. Emergencies: The water operator can authorize emergency work and materials. An emergency is a problem that cannot wait until the next board meeting in the opinion of the water operator, and that is not a known pre-existing condition.
5. All requests for reimbursements must be accompanied by receipts.

Cash Disbursements:

1. Board members approve disbursements for the areas they have responsibility for.
2. Once disbursements are approved, checks are issued by the bookkeeper and two board members sign the checks.
 - a. The Treasurer and bookkeeper do not have signature rights on the bank accounts for the Corporation.
3. The Corporation will not utilize debt or credit cards.
4. The bookkeeper prepares a statement of year-to-date revenues/expenses for monthly distribution to the board for review.

Contracts

1. As per the bylaws (Duties, 3, a, v) the President of the corporation may sign and make all contracts and agreements in the name of the corporation.
2. The President may also; appoint and remove, employ and discharge, and fix the compensation of all servants, agents, employees and clerks of the corporation other than the duly appointed officers, subject to the approval of the Board of Directors.