

# Executive Director Roles and Responsibilities

**The roles and responsibilities of Yellowstone Country Assistance Network's Executive Director include, but are not limited to the following:**

President (Executive Director), subject to the control, advice and consent of the Board of Directors, the President shall, in general, supervise and conduct the activities and operations of the corporation, shall keep the Board of Directors fully informed and shall freely consult with them concerning the activities of the corporation, and shall see that all orders and resolutions of the Board are carried into effect. Where appropriate, the Board of Directors shall place the President in their employment. The President shall be empowered to act, speak for, or otherwise represent the corporation between meetings of the Board. The President shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies adopted by the Board. The President is authorized to contract, receive, deposit, disburse, and account for funds of the corporation; to execute in the name of the corporation all contracts and other documents authorized either generally or specifically by the Board to be executed by the corporation; and to negotiate all material business transactions of the corporation.

- Assist the Board in:
  - Achieving their goals and objectives.
  - Facilitating the annual CSBG/IS survey process.
  - Developing and implementing the Board's CSBG program activities.
  - Preparing board agenda for meetings.
- Enter monthly expenditures to the State CSBG office.
- Enter annually the CSBG/IS Surveys from the sub-grantees and YCAN into a combined Park County Report and submit to State CSBG office.
- The Board of Directors will conduct a performance review of the Executive Director in September/October of each calendar year. The report will be part of the October annual meeting.

## Board Fiscal Policies and Procedures and Compliance

The YCAN Executive Director is responsible for the day to day operations of the CSBG Grant administration in Park County. The Yellowstone Country Assistance Network's Board is responsible for oversight of the program. **The Board will be responsible for implementing and monitoring fiscal controls and assuring that federal compliance is met. These fiscal controls and compliance are applicable to the Tripartite Board and the sub-recipients who are receiving CSBG grant funds. The Yellowstone Country Assistance Network certifies that it will comply with the OMB Cost and Accounting Standards as found in the Wyoming Department of Health, Community Services Block Grant (CSBG) Program and State Management Plan.**

### Annual Budget

**The Yellowstone Country Assistance Network operates on an annual budget that anticipates and reflects program need and resources for realizing our goals.**

- **The Board of Directors approves the budget at an annual meeting usually associated with the CSBG application process.**
- **The Board of Directors compares the budget with actual income and expenditures during their quarterly meetings as a means of measuring going forward.**

### Fiscal Records

- **Project Accounting System – Accounts for all financial transactions including receipts, disbursements, accounts payable, accounts receivable, and payroll, and is in accordance with all accepted standards and practices in the field.**

- **Separate Line Item Accounting for Grant Revenues and Disbursements – Federal Grant accounting requires that there be a separate line item cost accounting for all grant revenues and disbursements. A Chart of Accounts that includes ledger or sub-ledger numbers assures consistent accounting should be provided by the Board as well as sub-contracted recipients. Reports should be provided by the Board as well as sub-recipients. Reports can then be generated to identify separate records of grant activity and be used to periodically reconcile the information of those applicable general ledger/sub ledger accounts. The Yellowstone Country Assistance Network is using QuickBooks accounting software each grant is accounted for separately as a class, and Excel is to accurately keep track of allocations. Disbursements can be traced from original accounting entries to cancelled checks via monthly reconciliation statements which are emailed to the Board each month.**
- **Forms and Procedures for Documenting and Controlling Expenses – Forms and procedures will assist the Board to document and control expenses. Forms and accompanying procedures may include staff work records/time sheets, travel expense vouchers, expense reports, mileage logs, and purchase requisitions.**

### **Internal Controls**

**This includes procedures so that there is a separation of duties, i.e., one person writes the checks and two signatures are required on each check, a designated Board Member reviews the monthly bank statement and the accountant does the reconciliation of the checking account.**

- **Bank reconciliations are done on a monthly basis. A designated Board Member reviews the monthly bank statement and submits to the accountant to complete reconciliation.**
- **The reconciliation and supporting documentation in keep in binders by calendar year at the YCAN main office.**
- **The board reviews all Treasurer Reports monthly which includes bank statement, reconciliation, balance sheet, profit and loss statement, check register. All documents are kept in binders at YCAN main office.**
- **The Board is responsible for authorizing all bank accounts and check signers.**
- **Financial Reports shall be provided to the board for review on a monthly basis.**
- **The board will put out for bid to have a qualified auditor conduct an annual financial review or audit (depending on the amount of the budget)**
  - **The Board does have an outside party conduct a yearly audit and risk assessment for internal purposes private.**
- **The Board will supervise the Executive Director and oversee all financial recordkeeping duties of the Executive Director.**
- **The Executive Director will be responsible for submitting financial records to the Treasurer and will assist in monthly and quarterly reports.**
- **Purchase Orders over \$500 will need board approval from the Treasurer.**
- **All Blank Checks are kept in the YCAN Safe and require two signatures.**
- **In addition to these policies and procedures, any other applicable financial guidelines relating to specific grants shall be followed.**
- **The Treasurer is responsible for the receipts log to be reported at each board meeting with the Treasurer Report.**
- **The Board will have an outside bookkeeper/accountant complete the annual 990 forms and file with the IRS, payroll, payroll taxes, and bank reconciliations.**

**Physical Safeguards Established to Maintain Records:** Yellowstone Country Assistance Network maintains and retains all financial and program records, supporting documents and statistical and other records pertinent to our grants.

**Standards for Procurement:** Procurement transactions will maximize open and free completion with equal treatment to all vendors as well as an arm's length relationship between Yellowstone Country Assistance Network and the vendor.

**Cost Allocation:** The board has a cost allocation policy in place that was approved and adopted by the board.

**Inventory Control Records:** Property is maintained and disposed of, and property management procedures are in plan.