

Business Procedures
Series 800

Policy Title: Statement of Guiding Principles for Business Procedures Code No. 800

Policy Statement

The Heartland AEA Board has a fiduciary responsibility to its citizens for the efficient, effective, and appropriate use of public funds.

Scope of Policy

Agency staff implements business procedures, including but not limited to internal controls, budgeting practices, purchasing processes, financial reporting, investing activities, contracting with third parties, organizing and retaining records, using and insuring Agency equipment and facilities.

Accountability Overview

The Board ensures that appropriate processes are followed by reviewing vendor payments and contracts, monthly financial reports, proposed budgets, insurance programs, annual audit results, and other supporting documentation.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 8/05, 4/13/21

Amended: 5/13/14, 3/14/17