

The Matzevah Foundation
Financial Policies
Created: 02/26/18

We use Quickbooks Online as our accounting software

Financial Policy

What records to keep

- Donations
- Projects
- Payroll records
- Reserved Funds
- Tax Filings

Who has access to what types of information?

Reporting requirements

Procedure for tracking financials when multiple partners are involved

- Excel spreadsheet used for tracking

Summary of expenses & sign off for partners?

Tracking expenses for projects on the ground

Year-end statements to donors

- Generate and distribute year end statements to individual donors

Qtrly Tax Filings

- Done by 3rd party

Year End Tax Filings

- Done by 3rd party

Bank Reconciliations

Wire Transfers

- Done by Treasurer