



521 4th Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY

INTERNAL CONTROLS

4023

The Chief Executive Officer acting with the Management Team is responsible for maintaining a system of internal control adequate to assure the safeguarding of Bullhook Community Health Center's assets, to check the accuracy and reliability of its accounting data, to promote operating efficiency, and to encourage adherence to prescribed financial policies.

A system of internal control consists of administrative control and accounting control, neither of which is mutually exclusive.

1. Administrative control includes, but is not limited to, the plan of organization and the procedures and records that are concerned with the decision processed leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of Bullhook Community Health Center and is the starting point for establishing accounting control of transactions.
2. Accounting control comprises the plan of organization and the procedures and record that are concerned with the safeguarding of assets and with ensuring the reliability of financial records. Consequently, accounting control is designed to provide reasonable assurance that:
 - a. Transactions are executed in accordance with management's general or specific authorization;
 - b. Transactions are recorded as necessary:
 - i. To permit preparation of financial statements in conformity with generally accepted accounting principles (GAAP) or any of the criteria applicable to such statements
 - ii. To maintain accountability for assets
 - c. Access to assets is permitted only in accordance with management's authorization
 - d. Recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences



CHIEF EXECUTIVE OFFICER

Date: 2-16-17



CHAIR, BOARD OF DIRECTORS

Date: 2-13-17

Date first adopted	12/19/2012
Date Revised/QI Board approval	12/05/2012, 01/25/2017
New date adopted/Board of Directors approval	12/19/2012,