

**CDDO OF SOUTHEAST KANSAS
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICIES AND PROCEDURES**

REGARDING: FISCAL MANAGEMENT

REFERENCE: K.A.R. 30-64-33, KDADS/CDDO Policy Regarding Independent Audits

Revised 08/04, 1/17 Reviewed 10/18

Reviewed 6/23

POLICY

The CDDO shall maintain fiscal management procedures as required by K.A.R. 30-64-33, Fiscal Management

PROCEDURE

The CDDO, in accordance with K.A.R. 30-64-33, will ensure that all funds received pursuant to its CDDO Contract will be expended in accordance with the terms of that contract. These funds may not replace funds previously received from local tax levies made pursuant to K.S.A. 19-40-04. Except as authorized by its CDDO Contract, or as otherwise expressly authorized in advance and in writing by Kansas Department for Aging and Disability Services (KDADS), the CDDO will not transfer funds received through the CDDO Contract to any other entity. All funds received through the CDDO Contract will be subject to audit and review by KDADS or other applicable governing authority.

The CDDO will design and conduct its financial and accounting systems to accurately and adequately record and account for all income, expenses, assets, liabilities and capital. These systems will be designed and maintained in accordance with generally accepted accounting principles and will allow for easy and complete audit of all transactions.

The CDDO will have conducted an annual independent audit of its financial records. The CDDO and its affiliates will have audits conducted as required by KDADS Policy Regarding Independent Audits.

The CDDO may require independent audits or financial reviews of any affiliating entity.