

## Woods Charter School Financial Governance Policies

Woods Charter School recognizes the responsibility to practice sound financial governance in order to protect public assets. This document sets forth the policies to ensure financial oversight and to secure the financial integrity of the organization. The Board of Directors of WCS (the Board) acts as the governing body and will oversee adherence to these policies. Where this document conflicts with specific federal or state regulation, the federal or state regulations shall prevail.

### **1. Internal Controls**

The Principal of Woods Charter School shall develop, publish, and adhere to a robust set of internal financial controls. These controls must consist of management practices designed to detect and deter fraud, to ensure the protection of the school's financial integrity, to establish a financial document retention procedure, to ensure separation of duties in all financial activities, and to establish processes related to expense reimbursements and the receipt of funds or gifts.

### **2. Selection of Auditor**

The Board of Directors of Woods Charter School shall determine the firm to carry out the annual audit of the WCS. The Board shall take reasonable steps to determine that the relationship between the auditor and management of the WCS is independent in both fact and appearance. Any personal, external, or organizational impairments to independence will be considered detrimental to a firm's ability to conduct an impartial audit. The Board may widen the scope of the audit to include the auditor's assessment of management compliance to WCS stated financial policies.

### **3. Executive Compensation**

The Board of Directors of Woods Charter School shall determine the annual salary of the Principal. The WCS will not pay more than reasonable compensation for services rendered.