

National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence

Policies & Procedures for Local Programs

Steve Zimmerman
Spectrum Nonprofit Services, LLC

This project was supported by Grant No. 2010-ET-56-0008 awarded by the Office on Violence Against Women, U.S. Department of Justice. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the Department of Justice.


1

National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence



2

National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence



3

Our Conversation Today

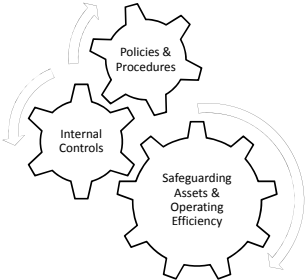
**A
G
E
N
D
A**

- Why have them?
- What is in them?
- Customizing for my organization?
- Getting started.....

National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence

4

Why have them?



National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence

5

They're a Requirement




National Sexual Assault Coalition
reshāp Resource Sharing Project
Working Together To End Sexual Violence

6

What it entails?

Doing the Work

Documenting the Work



National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

7

Policies

- Policies guide decision making in an organization. Lasting documents that establish rules and broad parameters to let everyone in the organization know what is required.

Procedures

- Procedures define how policy is carried out in the organization.
- Typically developed internally by staff.

National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

8

What is in it?

Overview

- Introduction
- Division of responsibility
- Chart of Accounts

Specifics

- Purchase and Disbursement Policy
- Record Retention
- Invoicing Procedure
- Cash Receipts
- Bank Statement Procedure
- Payroll
- Fixed Assets
- Month end reporting

National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

9

The way to do things is to begin.

Hustle Grindley



National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

10



Getting Started

- Use a template that is available
 - RSP template
 - Blue Avocado Template
- Who is involved?
 - Finance Staff
 - Program Staff?
 - Board Finance Committee

National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

11

Key Area: Threshold

National Sexual Assault Coalition
Resource Sharing Project
reshāp Working Together To End Sexual Violence

12

spectrum
nonprofit services

Steve Zimmerman
www.spectrumnonprofit.com
Email: stevez@spectrumnonprofit.com
Twitter: @SpectrumSteve
Phone: 414.226.2322

reshāp National Sexual Assault Coalition
Resource Sharing Project
Working Together To End Sexual Violence

13