



American Baptist College Financial Integrity Policy

The purpose of the financial integrity policy is to ensure that all financial matters are carried out with full transparency and accountability and in a manner that minimizes risk. The policy is undergirded in honesty, trust, fairness, and responsibility. All financial information, processes, and personnel should reflect accuracy and truthfulness. The college has appropriate controls in place to protect the institution in all financial matters to prevent fraud and mitigate risk.

The college will hire only qualified personnel to manage and oversee all financial matters. All personnel should be properly vetted against national norms and expectations and demonstrate proficiency in fiscal management. The operations in the financial realm will comply with all state and federal laws and best practices contained in the Sarbanes-Oxley Act.

All personnel are obligated to carry out their duties in a professional manner and to abide by the university policies and state and federal expectations as well as “generally accepted practices.” Employees and stakeholders are obligated to report any wrongdoing in any financial matter. Personnel can report any violation openly or anonymously with appropriate documentation. Any personnel found in violation of financial policy will be subject to disciplinary action equal to the severity of the violation up to and including prosecution.

Full and Delegated Responsibility

The Board of Trustees has responsibility for financial oversight of the college and as such has fiduciary responsibility for all resources and assets. The Board will receive and review audits. The Board will have an audit and compliance committee. The Board has the responsibility to fully address any and all findings in audits. In order to carry out its fiduciary responsibilities, the Board will receive reports to keep them properly informed on all financial matters. The Board will monitor the financial position and investments of the institution and be attuned to any possible risk. Each Board member will submit a “conflict of interest” statement to declare that there is no conflict in carrying out their responsibilities. Further, Board members should refrain from any activities that give the appearance of a conflict. The Board will delegate the day-to-day management of the institution to the President of the institution.

The President

The Board shall delegate the day-to-day operations of the institution to the President. President shall allocate resources in accordance with the mission and strategic priorities of the institution. The President should present an annual budget to the Board for approval. The President will hire only qualified personnel to manage and monitor the financials of the institution. Any mismanagement will be immediately addressed, and the Board will be kept informed on all financial matters. The President should alert the campus on the process to report any wrongdoing, fraud, or mismanagement. There should be no retaliation against personnel for reporting any wrongdoing, fraud, or mismanagement. The President has the responsibility to keep the Board informed on all financial matters including potential risk.

Chief Financial Officer

The Chief Financial Officer is the key figure in managing the institution's financial resources. The Chief Financial Officer is also charged with managing financial systems in a responsible manner. The Chief Financial Officer should assure that the internal controls are in place to prevent fraud, mismanagement, and to minimize risk. The Chief Financial Officer is also responsible for accurate accounting reporting. The Chief Financial Officer should hire only qualified personnel and should provide opportunities for professional development. The Chief Financial Officer should analyze and assess any risk and develop reports and plans to mitigate risk.

Annual Audit

All personnel will provide any and all information and reports to conduct the annual audit that should be conducted by an external independent auditor. Upon completion of the audit, the results should be presented to the Board and to the President. The Board should properly review and discuss the audit and be prepared to take proper actions in real time.

Approved:



Forrest E. Harris, Sr.

President

American Baptist College

Effective Date: 17 November 2023