



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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FINANCIAL INTERNAL CONTROL POLICY

Policy and Procedure Statement

The West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners (Board) will follow the established guidelines. The Board will ensure compliance by following the Financial Internal Control Policy process.

Responsibility Statement

The Executive Director will distribute monthly Purchasing Card (P-Card) Reports and Monthly Financial Reports to the Finance Committee and the entire Board. The Finance Committee will review the monthly Purchasing Card (P-Card) Reports and Monthly Financial Reports. The Finance Committee will report to the Board as a whole at the next Board Meeting. The Board's review will be documented in the Board's Meeting minutes.

Effective July 1, 2016, the WWSAO Purchasing Card (P-Card) will pay all possible expenditures.

Effective July 1, 2016, the Finance Committee will review all P-Card expenditures and sign the monthly P-Card Expenditure Log(s), and report to the entire Board at the next regularly scheduled Board Meeting.

Effective January 28, 2019, all revenue will be received by the WV State Treasures Department.

STEP	PURCHASING CARD EXPENDITURE PROCESS
1	Request Board approval to make purchases exceeding \$500.00
2	The Executive Director has Board approval to make purchases up to \$500.00
3	Make purchase
4	The purchaser enters the transaction into wvOASIS and attaches supporting documentation
5	Board staff reconciles all financial transactions monthly
6	Board staff prepares the monthly P-Card Expenditure Log for the Finance Committee
7	The Finance Committee reviews the monthly P-Card Expenditure Log
8	The Finance Committee reports its findings to the full Board
9	All findings are documented in the Board meeting minutes

STEP	REVENUE PROCESS
1	All license revenue will be received electronically
2	All consent agreement fees and fines will be accepted electronically
3	No cash, check or electronic payments are accepted by board staff
4	The Board reviews the monthly Financial Statement
5	All findings are documented in the Board meeting minutes