

	1.4.1	FISCAL PLANNING AND MANAGEMENT	Effective: 07/93 Revised: 03/09; 06/23; 11/24 Reviewed/Approved by Bd. of Dir.: 11/24; 04/25  Teddi Hernandez, President/CEO
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Policy Statement:

Lakemary Center (LMC) is committed to promoting fiscal stability and sustainability through strategic, comprehensive financial planning, diligent budgeting, and prudent risk management. This includes careful analysis of political, economic, and demographic trends that may affect LMC's financial health. We strive for transparency, accountability, and operational efficiency, ensuring that resources are allocated effectively to support our mission and the services we provide.

LMC's fiscal practices are anchored in responsible stewardship of funds, in compliance with all legal and regulatory requirements. We are dedicated to conducting our fiscal affairs with integrity and financial transparency and providing cost-effective, quality services that are consistent with LMC's mission.

Policy:

1. Budgeting and Financial Planning:

LMC fiscal affairs are guided by an annual budget process which is developed collaboratively with input from each department. The budgeting process aims to balance resource allocation with the achievement of strategic goals, ensuring financial sustainability while providing high-quality, cost-effective services. The budget is reviewed by the Executive Team, Audit and Finance Committee, and approved by the Board of Directors.

2. Financial Management and Accountability:

LMC will maintain strong financial management practices that align with generally accepted accounting principles (GAAP) and legal requirements, ensuring transparency, accuracy, and accountability in all financial transactions.

LMC will implement internal controls in an effort to prevent fraud, waste, and misuse of funds. This includes appropriate segregation of duties, regular reconciliations, adequate insurance coverage and clear approval processes for expenditures.

To ensure LMC's financial statements accurately reflect its financial position and results, an independent auditing firm will be engaged to conduct an annual financial audit, which will be presented to the Board of Directors.

Policy reference: None

Procedure reference: Accounting Departmental Procedure Manuals

Application: All Services

3. Cost Effectiveness and Efficiency:

LMC strives to deliver services in the most cost-effective manner possible, while maintaining high standards of quality and service. This includes assessing current service delivery models to identify opportunities for streamlining operation, reducing redundancy, and increasing efficiency.

LMC actively seeks opportunities to collaborate with other organizations and community resources to minimize costs and enhance service delivery.

LMC will regularly evaluate programs and services to ensure that resources are being used efficiently and are directly contributing to the achievement of its mission.

4. Risk Management and Financial Sustainability:

LMC recognizes the importance of managing financial risks to ensure long-term sustainability. LMC is committed to regularly conducting risk assessments that consider potential financial, operational, and strategic risks.

LMC actively pursues a diverse mix of revenue sources to reduce reliance on any single income stream.

LMC will maintain adequate cash reserves to ensure financial stability and the ability to meet its operational and programmatic needs, especially during periods of financial uncertainty or in the event funding shortfalls.

5. Compliance and Regulation:

LMC will conduct its financial affairs in full compliance with all federal, state, and local laws and regulations, including tax laws and grant management requirements. LMC will file all required financial reports, including IRS Form 990, with appropriate transparency and timeliness. These reports will be made available to the public to demonstrate accountability and fiscal responsibility.

LMC will ensure that all restricted funds are used in accordance with donor and funder requirements and carry out regular tracking and reporting of restricted fund expenditures.

Policy reference: None

Procedure reference: Accounting Departmental Procedure Manuals

Application: All Services