

Living Hope Christian Church Policy

**Title: Maker-Checker-Office (MCO)
Internal Financial Control System**

**Policy Number: FI.1
Approved Date:
Approved by: Board**

Purpose:

The MCO control system is installed to effectively organize, monitor and ensure:

1. accuracy of financial recordings and reporting,
2. timely submission of CRA required financial reports and,
3. compliance and updates with CRA provisions and the LHCC financial policies and procedures.

Scope: This policy applies to the Bookkeeper as the Maker, the Treasurer as the Checker and the Internal Auditor as the Officer

Policy:

1. Official financial reports should bear the initials of the MCO System personnel - the Bookkeeper, Treasurer and Internal Auditor.
2. Interim requests for Board, Ministry and Town Hall meetings would require only initials of the Bookkeeper (Maker) and Treasure (checker).