

## **Policy 3.5: Record Keeping**

### **Policy**

Accounting procedures and practices shall be clearly defined and easy to follow. A minimum of two people shall be trained on each procedure. All financial records are the property of the UUFC. "Separation of duties" procedures shall be followed. Bylaws shall be followed.

This policy was approved by the Board of Trustees December 13, 2010.

### **Procedures**

To include software, back-ups, where files reside, etc. Details to be finalized by the Finance Committee.