**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

**ADMINISTRATIVE MANUAL**

**SAFE GUARDING FINANCIAL RECORDS**

**POLICY:**

Financial records shall be kept in a confidential file in the Accountant's office.

**PROCEDURE:**

Second copies of the following records will be housed as follows:

Data Back-ups – The IT Administrator is responsible for backup and storage of the Financial Records and Staff Records. All the following are backed up every 60 minutes aspart ofthe EFC-SQL-01 server (SQL) backup and the ABRAFOX2 server (payroll). Backupsare made via a software client to the DATTO storage device. The DATTO storage device then backs up to the Cloud once every 24 hours.

Data Backed up

* HR
* Payroll
* General Ledger
* Accounts Receivable
* Accounts Payable
* Fixed Asset Management

HR/Payroll Coordinator’s Office

* W-2s

# External Accounting Firm Contracted with Edwin Fair CMHC for external audits.

* Tax Reports/Financial Statements

All Banks

* Records/Statements (In-house Banking Records shall be retained seven (7) years.)

Access to the records will be allowed when deemed appropriate by EFCMHC administration.

Any CPA firm being utilized will only have permission to talk with financial officers at the State Department of Mental Health, Oklahoma Tax Commission, State Department of Public Health, Internal Revenue Service, Social Security Administration, and banks as granted by administrative officers at EFCMHC.