**RAAO Financial Operations Handbook**

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# **Section 1: Introduction & Financial Oversight**

## **Purpose of the Financial Operations Handbook**

This handbook outlines **RAAO’s financial policies, procedures, and compliance standards**, ensuring transparency, fiscal responsibility, and legal compliance. It provides **step-by-step instructions for staff handling financial transactions, grants, payroll, and procurement**.

## **Financial Compliance & Accountability Standards**

RAAO adheres to **Generally Accepted Accounting Principles (GAAP), IRS 501(c)(3) requirements, and federal/state nonprofit financial laws**. AI-powered financial tools will be used to ensure **accurate reporting, risk monitoring, and automated compliance tracking**.

## **Internal Control Policies & Oversight Roles**

* **Board of Directors** – Reviews and approves annual budgets, major financial decisions, and audit findings.
* **Executive Director & Accounting Manager** – Ensure financial compliance, oversee budgeting, and approve expenditures.
* **Finance Team & Bookkeeper** – Manage daily accounting operations, track grants, and maintain accurate records.
* **AI-Driven Financial Monitoring** – Automates compliance tracking, flagging potential risks or anomalies.

# **Next Steps**

🚀 Review for **accuracy and alignment with nonprofit financial regulations**.  
🚀 Assign **document control tracking** before submission.  
🚀 Ensure **AI-driven financial processes are well integrated** into RAAO’s daily workflows.

📌 **Once finalized, this document will be assigned a file name and document number.** Let me know if any modifications are needed!

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