

# DCHS Financial Management and Best Practices Training

*Updated March 2026*

 King County

**DCHS**

Department of Community  
and Human Services

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# Welcome to the Training!

## Presenters:

- Kevin Lo, DCHS Chief Financial Officer
- Nick Makhani, DCHS Finance Controller
- Kate Baber (she/her), DCHS Director of Strategic Partnerships

# Training Overview

# DCHS Fiscal Stewardship Trainings



DCHS Contracting  
Overview Training



**Financial Management  
And Best Practices**



DCHS Fiscal Contract  
Compliance Training

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Access the DCHS fiscal stewardship trainings series on the [DCHS Provider Training Webpage](#).

# Training Requirement

- The **DCHS Financial Management and Best Practices training is required by [King County Ordinance 19978](#) for organizations that have a multiyear contract (18 months or longer) with DCHS.**
- Multiyear contractors are required to complete the training once every three years (not once per contract) and may request a training waiver if they meet certain criteria, such as having a recent audit with no findings.
- More information about the training requirement is available on the DCCHS training website.

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Have questions? Email [DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)

# Contractor Training Requirement Checklist

- **Step 1:** Access the training online on the DCHS training website.
- **Step 2:** The training must be completed by a current staff member with financial management or fiscal oversight responsibilities.
- **Step 3:** The training is considered completed after the staff member watches the full training.
- **Step 4:** Contractors submit the training completion attestation form to DCHS. The form is available on the DCHS training website and can be uploaded to Agiloft or emailed to [DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)

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Questions? Checkout the FAQs or email [DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)

# Learning Objectives

1

Understand where DCHS financial management requirements are defined

2

Understand key accounting principles and best practices

3

Understand key internal controls and best practices

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# DCHS is Committed to Your Success!

## Here are ways we can help:

- **Contract Support:** Understanding your contract is key, and DCHS contract managers can help you understand your contract's requirements.
- **Early Communication:** Please reach out to DCHS early to discuss program or contract concerns or opportunities. We may be able to help you or connect you to resources.
- **Prior Approval Before Making Changes:** Be sure to reach out to your DCHS contract manager to make sure proposed budget changes are allowed by your contract and approved before any changes are made.

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Have questions or need assistance? Email [DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)

# Financial Management Requirements

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# DCHS Fiscal Contract Requirements

DCHS financial management requirements are defined in contract terms:

- **Standard Terms and Conditions** (sometimes called "boilerplate") typically apply to all DCCHS contracts.
- Individual contract's **Statement of Work or Exhibits** (if applicable) may include additional financial requirements.

Understanding your contract requirements is key to successfully managing your DCCHS contract award.

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View the DCCHS contract Standard Terms and Conditions on the [DCCHS Contracting Website](#).

# Why Do Contracts Have Fiscal Requirements?

- **Public Accountability:** Ensuring public funding is used as intended
- **Due Diligence:** Preventing fraud, waste, and abuse
- **Laws & Regulations:** For example, county and state laws
- **Fund Source Requirements:** State and federal funding requirements
- **Implementation Plans Adopted by the King County Council:** Plans or roadmaps for how local fund sources are implemented
- **Best Practices:** Generally accepted accounting principles

DCHS and its contractors are responsible for the financial stewardship of public resources.

View the DCHS contract standard terms and conditions on the [DCHS Contracting Website](#).

# DCHS Contract Standard Terms and Conditions

## Financial Management Sections



Section 3. **Compensation and Method of Payment:** Describes the standards which must be met in order for payment to be issued.



Section 4. **Internal Control and Accounting System:** States the Contractor must have appropriate financial management systems in place to do business.



Section 6. **Maintenance of Records:** States requirements for the Contractor to maintain records, such as accounting, personnel, financial, etc.



Section 9. **Financial Report Submission:** States the Contractor must submit a financial reporting package and describes the requirements.



Section 17. **Nondiscrimination and Payment of a Living Wage:** Requires contractors pay their staff a living wage.



Section 21. **Equipment Purchase, Maintenance, and Ownership:** States who owns and is responsible for any equipment purchased with Contract funds.

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View the DCHS contract standard terms and conditions on the [DCHS Contracting Website](#).

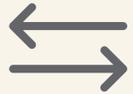
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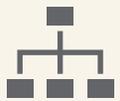
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# DCHS Contract Standard Terms and Conditions

## Subcontracting and Contract Assignment



Section 15. **Assignment:** States the process for transferring the Contract to another entity if needed and approved by DCHS.



Section 16. **Subcontracting:** States the requirements for any subcontract, which is when the Contractor enters into a separate contract with another entity to perform some or all of the work for the DCHS contract (the subcontract is between the Contractor and another entity, not DCHS).



Section 31. **No Third-Party Beneficiaries:** States there are no additional parties to the Contract.

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View the DCHS contract standard terms and conditions on the [DCHS Contracting Website](#).

# DCHS Contract Standard Terms and Conditions

## Contract Compliance



Section 7. **Evaluations and Inspections:** States the expectations the Contractor should have for DCCHS to conduct audits, monitoring, reviews, etc. related to the Contract.



Section 10. **Corrective Action:** States the process for corrective action if DCCHS determines the Contractor is out of compliance with the Contract and corrective action is warranted.



Section 26. **Entire Contract:** States the Contractor understand the Contract is complete, no additional terms are incorporated outside of the Contract, and work needs to be completed in a timely manner.

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View the DCCHS contract standard terms and conditions on the [DCCHS Contracting Website](#).

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# Knowledge Check

**Where are DCHS financial management requirements defined? Choose all that apply.**

- A. In DCHS contract Standard Terms and Conditions (“boilerplate”)
- B. In an individual contract’s Scope of Work
- C. In an individual contract’s Exhibits (if applicable)
- D. All of the above

# Knowledge Check: Answer

**Where are DCHS financial management requirements defined?  
Choose all that apply.**

- A. In DCHS contract Standard Terms and Conditions (“boilerplate”)
- B. In an individual contract’s Scope of Work
- C. In an individual contract’s Exhibits (if applicable)
- D. All of the above**

Correct answer is "D: All of the above"

# Accounting Principles & Best Practices

## Presenters:

Kevin Lo, DCHS Chief Financial Officer

Nick Makhani, DCHS Finance Controller

Kate Baber (she/her), DCHS Director of Strategic Partnerships



# Generally Accepted Accounting Principles (GAAP)

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# Generally Accepted Accounting Principles (GAAP)

**GAAP is the standard set of accounting rules used in the United States to guide how organizations record and report financial activity.**

- Used by nonprofits, businesses, and government contractors
- Makes sure financial info is accurate, consistent, and transparent
- Provides rules for recording revenue, expenses, assets, and liabilities
- Forms the foundation for reliable financial statements and audits

DCHS contract Standard Terms and Conditions require contractors to establish and maintain a system of accounting and internal controls that comply with GAAP.

# Key GAAP Principles

## Accrual-Based Accounting Principle

Revenue and expenses are **recorded when they are earned or incurred**, not necessarily when cash is received or paid.

### Payroll Example:

- Staff performs work in November
- Paycheck for work is paid in December



Record payroll expense in the accounting system in November because that is when the work occurred

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# Key GAAP Principles

## Consistency Principle

Organizations should **use the same accounting methods** from year to year unless there is a valid reason to change them.

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# Key GAAP Principles

## Matching Principle

This principle requires expenses to be **recorded in the same period** as the revenue they help generate.

**Example:** If a grant funds a program, and staff are delivering services for that program, then the salaries for those staff should be recorded during the same period that the grant revenue is recognized.

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# Key GAAP Principles

## Full Disclosure Principle

Financial statements should include **all relevant information** needed to understand the organization's financial position.

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# Key GAAP Principles

## Materiality Principle

This principle means that financial reports should **include information that could influence the decisions** of those reviewing the financial statements.

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# Knowledge Check

**According to the GAAP full disclosure principle, financial statements should include which of the following?**

- A. All relevant info needed to understand the organization's financial position.
- B. The date and amount of each financial transaction.
- C. A description of the financial transaction.

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# Knowledge Check: Answer

According to the GAAP full disclosure principle, financial statements should include which of the following?

- A.** All relevant info needed to understand the organization's financial position.
- B. The date and amount of each financial transaction.
- C. Description of financial transaction.

Correct answer is **"A: All relevant info need to understand the organization's financial position."**

# Accounting Systems

# Accounting System

An accounting system is the system an organization uses to record, organize, and report all financial transactions.

DCHS contract Standard Terms and Conditions require contractors to establish and maintain an accounting system.

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View the DCHS contract standard terms and conditions on the [DCHS Contracting Website](#).

# Accounting System Examples

The size and complexity of an organization helps determine the accounting system needed to accurately track financial activity.

**Smaller Organizations**

- QuickBooks

**Mid-size/Larger Organizations**

- Sage
- MIP Fund Accounting
- Blackbaud Financial Edge
- NetSuite

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# Accounting System Best Practices

## Maintain a Clear Chart of Accounts

The chart of accounts is the **structure used to categorize and organize financial activity** in an accounting system.

Example Chart of Accounts:

Account Number	Account Name	Account Type
4-1234	Grants	Income
5-1234	Program Supplies	Expense

# Accounting System Best Practices

## General Ledger Entry Example

General ledgers are central records of all financial transactions from the accounting system.

General Ledger Fields	General Ledger Entry
Account Number & Name	5-1234 – Program Supplies
Expense Category	Program Cost
Funding Source (Contract)	Youth Mentoring Contract
Expense Type	Bill
Transaction Date	March 5, 2026
Receipt Number	04852972082
Payee Name	ABC Office Supply
Description (Memo)	Art supplies for a youth mentoring program
Expense Amount (Debit)	\$325

The [DCHS Provider Training Webpage](#) has additional general ledger examples.

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# Accounting System Best Practices

## General Ledgers

- **Transactions should be recorded accurately and in a timely manner (typically monthly)**, and each entry should include a clear description so that the purpose of the transaction is easy to understand.
- Each entry should be **assigned to the correct account category**, and supporting documentation—such as invoices, receipts, or contracts—for every transaction should be maintained.
- **Monthly reconciliations**, such as reconciling bank accounts, credit card statements, and other balance sheet accounts, to make sure the ledger accurately reflects the organization’s financial activity.

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# Accounting System Best Practices

## Record Every Transaction and Maintain an “Audit Trail”

**Be sure to record every transaction with clear information, including:**

- Date of the transaction
- Description of the expense
- Assigned expense account for every transaction (chart of accounts)
- Who was paid
- The dollar amount
- Funding source/program associated with the expense (when applicable)

An “**audit trail**” is the chronological record of all financial activity in an accounting system. Accounting software automatically generates audit trails.

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# Accounting System Best Practices

## Supporting Documentation for Every Transaction

### Supporting documentation examples:

- Receipts
- Invoices
- Contracts
- Payroll records
- Purchase approvals

DCHS contractors are required to retain supporting documentation for six years after their contract ends or longer if required by law.

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# Accounting System Best Practices

## Regular Bank Reconciliation

- Bank reconciliation is the process comparing the cash balance and all transactions in an organization's accounting system with the cash balance and transactions reported by an organization's bank to make sure they match.
- Bank statements and credit card statements should also be reconciled.

Bank reconciliation should occur regularly (typically monthly) and is important in detecting errors and preventing fraud.

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# Knowledge Check

**What information should be included in your organization's general ledger to record an expense? Select all that apply.**

- A. Account number and name
- B. Expense category and type
- C. Funding source (contract) that the expense is billed to
- D. Expense amount and description
- E. Transaction date and receipt number
- F. Payee name (who was paid)
- G. All of the above

# Knowledge Check: Answer

**What information should be included in your organization's general ledger to record an expense? Select all that apply**

- A. Account number and name
- B. Expense category and type
- C. Funding source (contract) that the expense is billed toward
- D. Expense amount and description
- E. Transaction date and receipt number
- F. Payee name (who was paid)

**G. All of the above**

Correct answer is **“G: All of the above.”**

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The [DCHS Provider Training Webpage](#) has additional general ledger examples.

# Types of Costs

# Types of Costs

## Direct Costs

**Direct costs are tied to a specific program, project, or contract.**

**For example:**

- Program staff salaries who work only on that program
- Program supplies
- Program equipment (requires DCHS prior approval)
- Participant support costs (food, transportation, program materials)

**Example:** If an organization runs a youth mentoring program funded by a specific contract, the salary of the staff mentor working on that program would be considered a direct cost.

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# Types of Costs

## Indirect Costs

**Indirect costs support multiple programs or the overall operations of the organization.** These costs are necessary to keep the organization running but are not directly tied to delivering a specific service.

- Rent
- Utilities
- Accounting systems
- Executive leadership oversight
- Information technology infrastructure
- General office operations

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# Types of Costs

## Allocated Costs (Shared Costs)

**Allocated costs support more than one program.** Allocated costs must be distributed across programs using a reasonable method documented in a cost allocation plan.

- Office rent
- Utilities
- Administrative staff who support multiple programs
- Office technology or software subscriptions

**Example:** Rent allocated based on square footage used by each program

# Types of Costs

## Administrative Costs

**Administrative costs are expenses related to the general management and operation of the organization, rather than a specific program.**

- Executive leadership salaries
- Finance and accounting staff
- Human resources staff
- Office management
- General administrative supplies
- Rent, utilities, information technology

Administrative costs are a type of cost that may be billed as a **direct cost, indirect cost, or allocated cost** depending on how an organization manages its finances and what a contract allows.

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# Types of Costs

## Payroll Costs

**Payroll costs include all compensation paid to employees for the work they perform. This includes wages or salaries and related employment expenses.**

- Salaries and hourly wages
- Payroll taxes
- Employee benefits
- Retirement contributions
- Health insurance
- Paid leave

When payroll costs are charged to grants or contracts, organizations must maintain documentation, such as timesheets or personnel activity reports, showing staff time was spent working on the funded program.

# Types of Costs

## Materials and Services Costs

**Materials and services costs are goods or services purchased to support program operations, such as items that help deliver services but are not part of payroll.**

- Program supplies
- Office supplies
- Consulting services
- Printing or marketing services
- Software subscriptions

**Example:** If an organization purchases educational materials for a training program or hires a consultant to support program delivery, those expenses fall under materials and services costs.

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# Knowledge Check

An organization pays \$6,000 per month in rent for office space. Two programs share the space. Program A uses 60% of the space, and Program B uses 40% of the space.

**How much funding should each program allocate towards the cost of rent using a cost allocation plan?**

# Knowledge Check: Answer

An organization pays \$6,000 per month in rent for office space. Two programs share the space. Program A uses 60% of the space, and Program B uses 40% of the space.

**How much funding should each program allocate towards the cost of rent using a cost allocation plan?**

<b>Program</b>	<b>Square Footage of Office Space Used</b>	<b>% of Rent Assigned to Each Program</b>	<b>Amount of Funding Each Program Allocates to Rent</b>
Program A	60%	60%	\$3,600
Program B	40%	40%	\$2,400
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>\$6,000</b>

# Supporting Documentation

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# Supporting Documentation

- Organizations should maintain documentation for **every expense**, regardless of the amount.
- Documentation should also be clear, complete, and organized.
- Organizations should maintain documentation for direct and indirect costs.

Supporting documentation are records that verify and explain financial transactions recorded in the accounting system.

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# Supporting Documentation

**Supporting documentation is the evidence that shows:**

- What was purchased
- When it was purchased
- Why it was purchased
- Who was paid
- How the expense supports the program or contract

**Examples** of supporting documentation include receipts, invoices, contracts, purchase orders, payroll records, signed timesheets, bank statements, credit card statements, cash value card tracking logs.

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# Supporting Documentation

## Record Retention

DCHS contract Standard Terms and Conditions require organizations to maintain financial and program records, including supporting documentation, for **six years after the contract has ended** or longer if required by law.

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# Cash Value Card Management

Contractor cash value card policies and procedures are needed to make sure cards are used appropriately. Contractors are required to:

- Store cards in a secure location with limited access
- Maintain a cash value card tracking log
- Maintain supporting documentation
- Invoice cash value cards to your contract after they are distributed, not when they are purchased unless your contract has different instructions.

Some funding sources do not allow cash value cards. Make sure your DCHS contract allows cash value cards to be used.

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# Cash Value Card Management

## Tracking Logs: Employee Card Handling

DCHS contractors are required to document the following on a tracking log when an employee removes cards from a secure location:

- Employee identity and count of each card taken
- Employee identity and count of each card returned
- Dated initials of each employee taking or returning the cards

# Cash Value Card Management

## Tracking Logs: Card Purchase and Distribution

DCHS contractors are required to track cards when they are purchased and distributed using a tracking log. The tracking log must include the following information:

- Contractor name
- Description of the reason for card distribution (e.g., basic needs, program participation, etc.)
- Date and timeframe of the event or activities related to card distribution
- Unique identifying number of each card (such as last 4 card digits)
- Date card was purchased
- Date card was distributed
- Cash value of each card
- Card vendor (e.g., Visa, Safeway, Walmart)
- Name and signature of employee distributing each card
- Name and signature of person receiving the card (a unique identification may be used to protect the confidentiality of the recipient)

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Example tracking logs are available on the [DCHS Provider Training Webpage](#).

# Protecting Confidentiality on Cash Value Card Tracking Logs

Maintaining participant privacy is crucial while ensuring accountability. Here's a how to manage anonymous information effectively:

## **Anonymous ID**

Logs may use unique, anonymous participant numbers if the contractor can internally link these IDs to specific individuals through their own records.

## **Contractor Records**

Contractors are required to maintain records, ensuring the ability to tie anonymous log entries to real people. They must be prepared to attest to these records.

## **Compliance Monitoring**

DCHS verifies compliance during monitoring visits. Contractors must provide proof that anonymous log entries can be substantiated with detailed records.

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# Knowledge Check

**How long are DCHS contractors required to keep financial and program supporting documentation related to their contract? Choose one answer.**

- A. For however long the contract is active
- B. Six years after the contract has ended or longer if required by law
- C. Until the invoice is submitted to DCHS

# Knowledge Check: Answer

How long are DCHS contractors required to keep financial and program supporting documentation related to their contract? Choose one answer.

A. For however long the contract is active

**B. Six years after the contract has ended or longer if required by law**

C. Until the invoice is submitted to DCHS

Correct answer is **"B: Six years after the contract has ended or longer if required by law"**



# Internal Controls

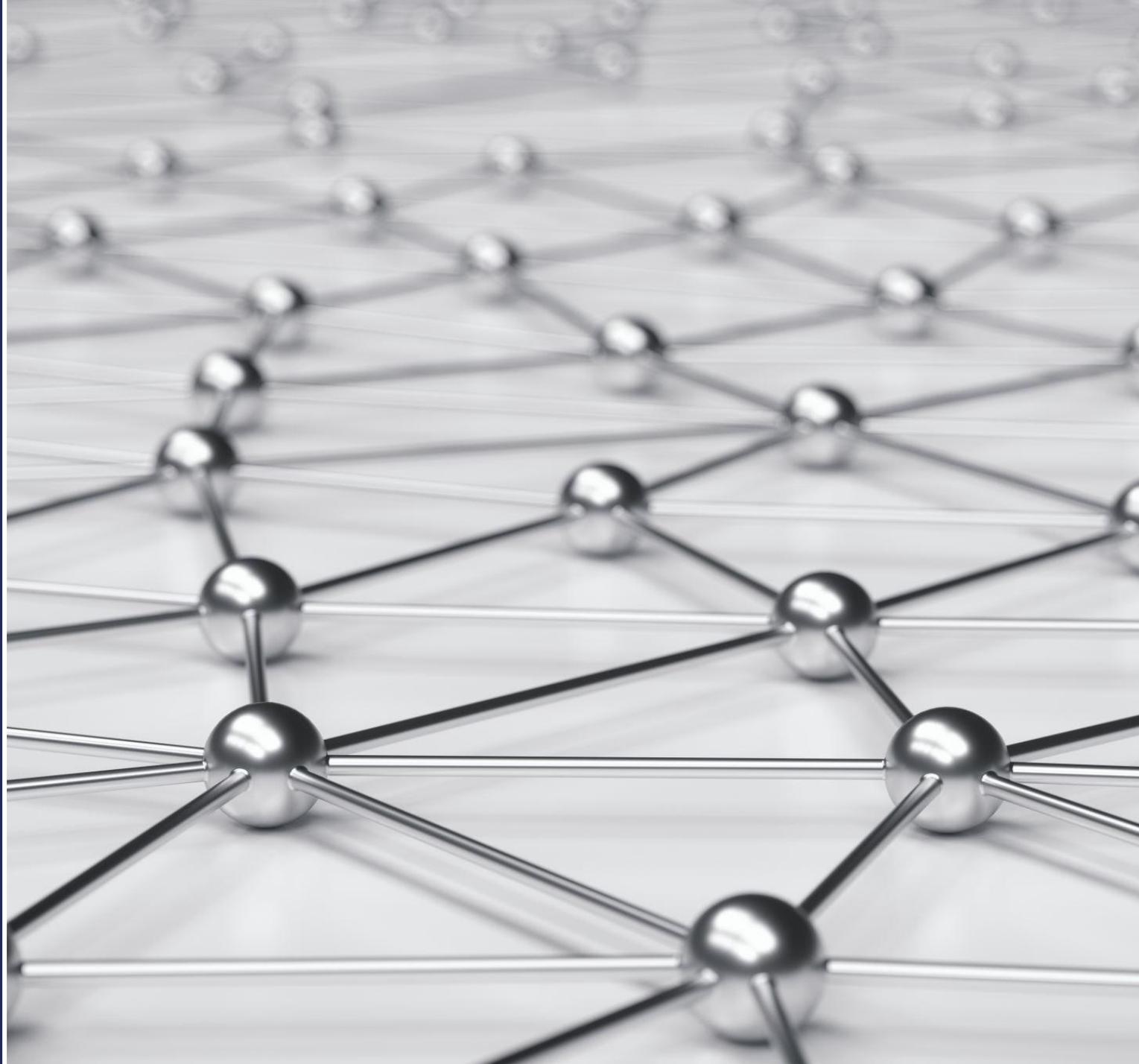
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# Overview of Internal Controls

# Internal Controls

**Internal controls are policies, procedures and systems that support:**

- Compliance with laws and regulations
- Accurate financial reporting
- Efficient operations
- Fraud prevention

DCHS contract Standard Terms and Conditions require contractors to establish and maintain internal controls.

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View the DCHS contract Standard Terms and Conditions on the [DCHS Contracting Website](#).

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# Internal Control Best Practices

## Types of Internal Controls

- **Preventive controls** are designed to stop errors, fraud, or misuse of funds before they occur.
- **Detective controls** are processes that help identify errors or irregularities after transactions have occurred.
- **Documentation** is critical in maintaining effective internal controls. Maintaining clear documentation and approval records creates an audit trail, which allows organizations and auditors to trace financial transactions from beginning to end.

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# Internal Control Best Practices

## Core Control Areas

- Record management and retention
- Segregation of duties
- Access controls
- Standardized documentation
- Clearly defined approval authority
- Policies and procedures

# Record Management & Retention

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# Record Management & Retention

Record management and retention refers to how organizations store, organize, and maintain financial and program records over time.

DCHS contractors are required to maintain financial and program records for six years after their contract ends or longer if required by law.

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# Record Management & Retention

## Best Practices

- Maintain documentation for all financial and program activities
- Records should be organized using a clear and consistent filing system
- Records should be stored securely
- Maintain backup copies of electronic records
- Follow the record retention requirements in your contract

# Segregation of Duties

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# Segregation of Duties

Segregation of duties is an internal control best practice that involves separating financial responsibilities among different individuals within an organization.

Segregation of duties is important because it helps reduce the risk of fraud, misuse of funds, and errors.

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# Segregation of Duties

## Example Workflow: Purchases

1. One person authorizes a purchase
2. Another person processes the payment
3. A third person reconciles the bank account

Bank reconciliation is the process comparing the cash balance and transactions in an organization's accounting system with the cash balance and transactions reported by its bank to make sure they match.

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# Segregation of Duties

## Workflow Example: Revenue

- One person opens mailed checks who does not have bank access
- Another person records checks in the accounting system
- Checks are securely stored before deposited at the bank
- A third person reviews the deposit during bank reconciliation process

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# Segregation of Duties

## Example Workflow: Payroll

1. One person prepares payroll
2. Another person approves payroll
3. A third person reviews payroll reports after processing

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# Segregation of Duties

## Example Workflows: Small Organizations

- Involve board members in reviewing bank statements or financial reports
- Staff not involved with transactions review monthly bank reconciliations
- Create approval processes for purchases and payments so that more than one person reviews transactions before funds are disbursed
- Hire an external bookkeeper, if possible

# Knowledge Check

**Which workflow is the best example of segregated duties?**

- A. Person A** authorizes a purchase, processes the payment, and reconciles the bank account
- B. Person A** authorizes a purchase, **Person B** processes the payment, **Person C** reconciles the bank account
- C. Person A** authorizes a purchase and processes the payment, **Person B** reconciles the bank account

# Knowledge Check: Answer

**Which workflow is the best example of segregated duties?**

- A. Person A authorizes a purchase, processes the payment, and reconciles the bank account
- B. Person A authorizes a purchase, Person B processes the payment, Person C reconciles the bank account**
- C. Person A authorizes a purchase and processes the payment, Person B reconciles the bank account

Correct answer is "**B: Person A authorizes a purchase, Person B processes the payment, Person C reconciles the bank account**"

# Access Controls

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# Access Controls

Access controls are the systems and procedures organizations use to limit and manage who has access to financial information, systems, and resources.

Limiting access helps reduce the risk of errors, misuse of funds, or unauthorized changes to financial records.

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# Access Controls

## Examples of Best Practices

- **Staff have different levels of accounting system software access.** One employee may have permission to enter invoices, while another may have permission to approve payments or generate financial reports.
- **Password protection and user login credentials** for financial systems and shared files. Each user should have their own login information so that activity can be tracked and monitored.
- **Restricted access to financial records or files**, either through secure digital folders or locked physical filing cabinets.
- **Limit access to bank accounts and payment systems**, ensuring that only authorized staff members can initiate or approve payments.

# Standardized Documentation

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# Standardized Documentation

Standardized documentation refers to the use of consistent forms, templates, and processes to record financial transactions and activities within an organization.

Standardized documentation is important because it strengthens internal controls and helps organizations maintain consistency in how financial info is recorded.

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# Standardized Documentation

## Examples of Best Practices

- **Purchase request forms** to document what is being purchased, the purpose of the purchase, and who approved it.
- **Expense reimbursement forms** for staff to request reimbursement for approved expenses they paid out of pocket.
- **Invoice approval forms** to document that invoices have been reviewed and approved before payment is issued.
- **Timesheets** used for payroll documentation
- **Cash value card tracking logs**
- **Vendor payment request forms**

# Approval Authority

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# Defined Approval Authority

Clearly defined approval authority refers to establishing clear guidelines about who is authorized to approve financial transactions within an organization.

Defined approval authority strengthens internal controls by making sure financial decisions are reviewed and authorized by the appropriate person before funds are spent.

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# Defined Approval Authority

## Example Workflow

Establishing cost approval thresholds:

- Purchases under \$500 require program manager approval
- Purchases between \$500-\$5,000 require executive director approval
- Larger purchases require both executive director and board approval

# Policies & Procedures

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# Policies & Procedures

Policies and procedures are formal written guidelines that explain how an organization operates and how certain activities should be carried out.

Policies and procedures are especially important for public funding because they make sure an organization has systems in place to manage funds responsibly and in compliance with funding contract requirements.

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# Policies & Procedures

## Key Operational and Fiscal Policies

- **Financial management policy** outlining how financial records are maintained, how financial reports are prepared, the organization's cost allocation plan (if applicable), and how the organization ensures compliance with accounting standards.
- **Procurement or purchasing policy** explaining how goods and services are purchased, how vendors are selected, and approval processes before purchases are made.
- **Cash handling policy** describing how cash or cash equivalents (like gift cards) are managed, including how funds are received, deposited, and recorded.
- **Credit card and expense reimbursement policy** establishing clear expectations about how organizational funds can be spent and what documentation is required for reimbursements.

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# Policies & Procedures

## Key Operational and Fiscal Policies

- **Payroll policies** outlining how employee compensation is processed, how time is tracked, what is included in employee benefits, and how payroll costs are charged to programs or fund sources.
- **Records retention policy** explaining how long financial and program records must be kept and how those records should be stored.
- **Policies related to internal controls and approval authority** describing how financial decisions are approved, who has authority to sign legal documents such as contracts, and what oversight processes are in place.

# Resources and Feedback

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This section includes resources to support contractors and a training feedback survey.



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# DCHS Training Resources

## [DCHS Provider Training Webpage](#)

Information about trainings and resources to support DCHS contractors.

## [Best Starts for Kids Capacity Building](#)

Best Starts for Kids provides no-cost Capacity Building support to all current Best Starts-funded organizations. Learn about available resources and how to request support.

## [VSHSL Technical Assistance and Capacity Building \(TACB\)](#)

Small to midsize organizations with an active Veterans, Seniors, and Human Services Levy (VSHSL) contract providing human services are eligible to apply for TACB funding. VSHSL TACB funding information is posted on the DCHS Investments and Funding Opportunities webpage.

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# DCHS Contracting Resource

## [DCHS Funding Opportunities](#)

Information about open and upcoming funding opportunities.

## [How to Contract with DCHS](#)

Information about how to contract with DCHS, including contract standard terms and conditions.

## [DCHS Insurance Requirements](#)

Information about contractual insurance requirements.

## [Accessing Agiloft to Apply for and Manage Contracts with DCHS](#)

Information about Agiloft, a software system, that DCHS uses to manage funding opportunities and solicitations, contracting, and invoice activities.

## [Subcontractor Requirements Webpage](#)

Information about DCHS subcontractor requirements, including instructions for how contractors request approval from DCHS to engage a potential subcontractor.

# Contract Manager

Your DCHS Contract Manager is your main point of contact for any questions you have about your contract!

If you aren't sure who your Contract Manager is, you can find their information in Agiloft by opening your contract record and looking for the "Contract Manager" field.

Contract			
RFP Test Record 10/4			
ID	12689	Status	Active
*Record Type	Contract	*Contract Type	Standard Community Grant
CPA Number	222222		
*Provider Name	<a href="#">DCHS Provider Test Account</a>		
Provider Main Location Name	Main Address	Provider Main Address	<a href="#">3748 S 141st St., Seattle, WA 98104, United States</a>
Provider Contact Name	PAM Test	Provider Contact Email	<a href="mailto:thomas@test.com">thomas@test.com</a>
*Division Department Head	<a href="#">Sunaree Marshall</a>		
*Division Administering Contract	Housing and Community Development Division		
*Contract Manager	Solicitation Manager	Contract Manager Email	<a href="mailto:smanager@test.com">smanager@test.com</a>
Business Finance Officer	<a href="#">Finance Admin (Training)</a>		
PME Evaluator	<a href="#">PME Evaluator Test</a>	Contract Finalizer	<a href="#">SolSpecialist (Test)</a>
Are Preliminary Reviews Required? <input checked="" type="checkbox"/>			

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# King County Resources

- [Procurement and Payables Forms](#): Required forms and detailed information about the forms
- [Surplus Program](#): Offers surplus furniture and office equipment **free of charge** to eligible nonprofit organizations

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# Resources for Nonprofit Organizations

## [Nonprofit Association of Washington](#)

Nonprofit Association of Washington convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate, so that nonprofits can achieve their missions.

## [Washington Nonprofit Handbook](#)

The Nonprofit Handbook contains essential information about the laws affecting nonprofit organizations in Washington. It includes information about how to form and maintain a nonprofit corporation, including internal controls best practices.

## [Washington Secretary of State Nonprofit Resources](#)

Resources related to nonprofit management, governance, operations, best practices, and other resources.

# Feedback Survey

Please consider sharing your feedback through a brief [Financial Management & Best Practices training survey](#):



Your feedback will help inform future trainings, including how to improve this one. Thank you!



# Thank you!

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**Questions?**

[DCHSProviderSupport@kingcounty.gov](mailto:DCHSProviderSupport@kingcounty.gov)



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