

SAMPLE CDC POLICIES AND PROCEDURES MANUAL

INTRODUCTION

The attached sample CDC Policies and Procedures Manual was developed by LISC to assist community development corporations (CDCs) in their administration of federal funds. The manual, which includes sample personnel, accounting, financial management, procurement, and records management policies, has two distinct purposes:

1. To provide emerging CDCs with sample policies and procedures so that they may be able to develop policies and procedures appropriate to their specific circumstances, and to provide their staff members with information regarding the type of systems that may be adopted in their administration of federal funds; and
2. To provide mature CDCs with sample policies and procedures to compare with their existing manual and assess whether adequate systems are in place particularly with respect to the administration of federal funds.

Please note that the sample policies and procedures presented in the attached manual are provided only as examples and for reference purposes only. In many instances, a CDC's existing policies and procedures manual may suffice. Prior to developing a policies and procedures manual or adopting any of the sample policies and procedures attached, LISC strongly encourages any organization to consult with its legal counsel, accounting, financial and/or human resource professionals. By doing so, this will assist the organization in developing policies and procedures that reflect its organizational philosophy and that are appropriate to their specific circumstances and that are consistent with applicable state and local laws. In addition, please remember that this is only one of many possible models that could meet the federal regulations. These are resource materials: LISC makes no legal representation concerning the adequacy of these policies and procedures or their compliance with federal, state or local laws.

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**United States. Bureau of Labor
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Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,1982
Employee Earnings in Retail Trade in October 1956 United States. Bureau of Labor Statistics,1957 **Bulletin of the National Wholesale Grocers' Association of the United States** ,1926 Modern Supermarket Operations Faye Gold,Alfred E. Berkowitz,Milton M. Kushins,1981 **The Canning Trade** ,1926 AICPA Audit and Accounting Manual ,2007 **Canned Goods Trade** ,1926 **The Weekly Underwriter** Alasco Delancey Brigham,Henry Rogers Hayden,1928
The Formulation of a Policy and Procedure Manual for a Retail Food Chain William Van Dyke Phillips,1961
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