

Policy and Procedure Regarding Separation of Duties

I. Purpose

It is the policy of _____ to ensure and enforce proper implementation of separation of duties while receiving funding under the Victims of Crime Act (VOCA) grant administered by the Oklahoma District Attorneys Council.

II. Responsibilities

A. Financial Officer

The Financial Officer assigned to the VOCA grant is solely responsible for completing, certifying, and submitting all required financial reports, including but not limited to Monthly Financial Reports and Quarterly Financial Reports.

B. Authorized Official

The Authorized Official assigned to the VOCA grant is solely responsible for making sure the agency complies with all federal regulations and requirements related to the grant. The Authorized Official has ultimate administrative authority over the grant and has the authority to obligate the agency on behalf of the organization.

C. Project Director

The Project Director assigned to the VOCA grant is solely responsible for meeting the goals and objectives of the grant, completing and submitting the Subgrant Award Report, and completing and submitting the Performance Measurement reports.

The Project Director and Financial Officer share responsibility for ensuring that all expenditure remains within the approved budget.

Date

Signature and Title