

League of Women Voters of Santa Fe County

FINANCIAL POLICIES AND PROCEDURES

1. Reports/Records

The Treasurer will provide the Board of Directors a written monthly analysis of budget vs. expenditures and a report of cash assets (bank accounts and CDs). All records will be kept in the League office or other designated place for seven years. The Treasurer will file all required governmental reports.

2. Bank Statements

The Treasurer will reconcile all statements from banks and other institutions within 30 days of receipt. Annually, the President or a designee will review the reconciliations for the previous twelve months (see Financial Review, #6 below).

3. Investments

All non-cash gifts will be reported to the Board of Directors at the regular meeting following the receipt of the gift. Unless otherwise directed by the donor, all non-cash gifts should be converted to real cash. Any non-cash assets of over \$5,000 should be appraised. Any non-cash assets held by the League should be reviewed at a minimum annually by the Board of Directors.

4. Cash and Check Handling

All checks and cash except those for the Education Fund should be given to the Treasurer as soon as possible. These include, but are not limited to, member dues, contributions, and member payments for lunches. It is expected that all checks for these items will be turned over to the Treasurer or put in the box at the office within 1 week of receipt. Each check should be stamped with the "for deposit only" League endorsement on the back BEFORE they are given to the Treasurer. The Treasurer shall deposit all checks within 10 days.

A log of all checks received should be maintained by office workers. The log should include the date the check was received, the sender, the amount on the check, and the purpose (donation, dues payment, payment for attending a lunch, etc.). This log will be used for the quarterly review of bank reconciliations. This log shall include copies of all checks received.

Checks for the Education Fund should be put in the designated spot or folder for the Education Fund Chair in the office. ED fund checks should NOT be endorsed with the stamp for the local League, but they should be listed in the log.

5. Reimbursements

For state and national conventions and council meetings, the League budgets and pays for registration fees, minimum costs for round-trip direct transportation at the current IRS charitable mileage reimbursement rate, hotels, and meals for official League representatives. For other meetings, payment is determined by the Board in advance. Board members and committee chairs may be reimbursed for expenses related to fulfilling the requirements of their positions. Requests for reimbursements should be made within fourteen days of when the expense is incurred or when accumulated receipts are greater than \$20.00. Appropriate reimbursement forms must be completed and given to the Treasurer. The Treasurer should make all reimbursements within fourteen days of receiving a request.

6. Financial Review

The financial records, reconciliations, and other financial documents should be reviewed by an outside accountant/CPA every two years. This review should include looking at bank statements, sample tests, and a comparison of the balance sheet to the income/expense statement. Periodically, an accountant/CPA should review the internal controls.

7. Contracts

Any contract should be authorized by the Board before it can be negotiated. The terms of the contract must be approved by the Treasurer and the President. Only they can sign contracts which commit the League.

8. The Budget Process

The Budget Committee consisting of at least three League members, one of whom should be a current Board member other than the Treasurer, shall be formed at the beginning of each fiscal year. The committee shall review the financial reports from the previous fiscal year and make a formal report to the Board at the March Board meeting. A two-year budget should be presented for review at this time and must be approved for adoption before mid-April when the Annual Meeting materials are sent out to all members.

8. Fundraising

All fundraising activities conducted for the benefit of the League of Women Voters of Santa Fe County require the approval of the Board of Directors prior to taking place. A reasonable expense for a special event is 25% of the gross income.

The League of Women Voters of Santa Fe County or any representative will not release any lists of any nature to any individual, company, or organization for other than Board-authorized League business.

IRS regulations regarding information disclosure on charitable contributions should be followed. A written report and evaluation of all fundraising activities is due to the Board of Directors 90 days following each activity. The report at a minimum should include number of participants, total income, expenses, and comparison to prior year if applicable.

Accurate records of donors' giving history should be maintained.

There may be no hired promoters, commissions, or remuneration of employees of outside entities from the gross proceeds of any fundraising activity.

9. Gifts

Restricted gifts shall be administered according to the donors' wishes. If the League receives a gift which has restrictions with which the League cannot comply, then the gift should be returned to the donor. All unrestricted dividends and interest from accounts outside the budget shall be included as income.

10. In-Kind Gifts and Contributions

Actual goods estimated to be in excess of \$200 should be recorded on financial statements as to their fair market value. The Treasurer should be notified about any in-kind contributions.

11. Compliance

Compliance with all local, state, and federal regulations is required, both in substance and spirit.

Approved July 20, 2011