Approved By: Board of Directors	Effective Date: 12/3/2020
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Policy Name: (BOD) Financial Controls Policy and Procedures	

12/3/2020

Financial Control

Policies and Procedures

Approved By: Board of Directors	Effective Date: 12/3/2020
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Purpose

To maintain fiscal accountability to members, partners, and the general public, while we fulfill the organization's mission.

Internal Control Standards

Internal controls are a set of policies and procedures to prevent and detect deliberate or misguided use of funds for unauthorized purposes and errors. Good financial practices also assure our donors that we use their gifts for the purposes for which they were intended.

Control Environment

Board Involvement in Fiscal Oversight

The Board of Directors meets at least 4 times per year. Board oversight is delivered through the G&A Committee, which is led by the Treasurer.

Governance and Administration Committee

The G&A Committee meets at least meets at least 4 times a year. Their purpose is to: ensure that the board meets its legal, ethical, and functional duties related to corporate filings, financial management, policy development, review, implementation and oversight. Supports activities related to financial management and reporting and board education, monitoring of board activities, and evaluation of directors' performance.

Responsibilities and Authority

Authority

1. The Board of Directors is ultimately responsible for the financial management of all activities.
2. The President, President-Elect and Treasurer will be on all accounts and have online access.
3. At the direction and supervision of the Board, the Treasurer is responsible for the day-to-day financial management and oversight of the organization. The Board authorizes the Treasurer to pay bills, and maintain bank accounts within the budget that has been approved by the board of directors. While the Secretary, a non-signer, is responsible for receiving and depositing funds for the organization, as is required for segregation of duties.
4. The President, Treasurer, or other Special Event Chair are authorized to enter into contracts, agreements or other obligations that are part of Board approved budgets or plans. The Board of Directors must authorize any contracts outside of these parameters and all contracts with a financial cumulative value greater than $5,000.
5. The Treasurer is authorized to manage expenses within the parameters of the overall approved budget, reporting to Board quarterly on variances and the reason for these variances. Unbudgeted expenses that are $500 or more require approval of the Board of Directors prior to purchase or commitment.

Responsibilities

The Board of Directors shall:

1. Review financial reports at each board meeting and provide timely attention to requests.
2. Approve the annual budget and review and approve the 990.

The Treasurer shall:

1. Account for donor restricted and Board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
2. Report the financial results of SAVMA operations to the Board at all board and general membership meetings.
3. Ensure payment of all obligations and file required reports in a timely manner.
4. Ensure all income received will be properly received, deposited, recorded, reconciled and kept under adequate security.
5. Initial and date bank reconciliations for all accounts as reviewed on a monthly basis.
6. Ensure all cash received is promptly and fully deposited and documented.
7. Oversee and follow reimbursement and expense reconciliation requirements.
8. Make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Board.
9. Annually and as necessary provide training to directors of the board to enable each director to fulfill their financial oversight role.

The Secretary shall:

1. Receive mail from the PO Box.
2. Deposit checks not less than weekly.
3. Ensure all cash received is promptly and fully deposited and documented.
4. Enter all transactions on the General Ledger and verify receipt against the Secretary's copy of the Bank Statement.

The President shall:

1. Review the reconciliation documentation and substantiation for each transaction no less than quarterly.

Accounting

Segregation of Roles*:* This is a fundamental control. The organization's financial duties are distributed among more than one person to help ensure protection from fraud and error. This distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations. There are several fiscal "roles" in our organization – custody, authorization, execution, and monitoring.

As much as possible, the Board seeks to separate the responsibilities for fiscal roles so that at least two and preferably more individuals fulfill these roles. It is particularly important that the same person does not authorize, execute, and monitor any transaction. At each step of handling funds, the organization shall ensure that more than one person verifies that the step is done correctly.

Accounting System

1. Maintain internal controls that segregate incompatible duties
2. Require bank statements be reviewed in a timely manner by someone not authorized to sign checks within 15 days of the close of each statement
3. Require bank statements be reconciled by an official that is not authorized to sign checks but is familiar with its financial activities
4. Monthly compare actual results with budgets approved by the board
5. Use analytical procedures to uncover errors or omissions

Sarbanes-Oxley Act

Nonprofits are required to adhere to Title III, section 806 and Title XI Section 1107, which provides protection to employees who report suspected fraud or other illegal activities. And Title VIII section 802 and Title XI section 1102 which address the destruction or falsification or records or documents. SAVMA has written a Whistle Blower's Policy (Appendix A) and a Document Retention and Destruction File (Appendix B)

Although the majority of SOX provisions only apply to publicly traded companies, the organization believes it benefits operationally from adopting some of the rules as "best practices."

Fiscal year and Accounting Calendar

The organization's year end is December 31st, in addition to closing its books monthly a full set of adjustments and reconciliations of grants are performed at least quarterly and then presented to the Governance and Administration committee.

Basis of Accounting

SAVMA's books, records and grant reports are maintained on the cash basis of accounting. Revenue is recognized when received and expenses when they are paid.

Financial Planning and Reporting

Budgeting

Budgets are developed annually at the Board Retreat and are not the responsibility of the Treasurer.

Reporting

IRS Form 990

SAVMA is a small organization that has less than $50,000.00 annually in gross receipts. This falls below the filing requirements for the 990 or 990-EZ form and therefore does not require a nonprofit audit or CPA. We make our annual balance sheet available to members.

Procedure: Treasurer files 990-N online after May 15th annually and prints a copy for the corporate books.

In the event SAVMA is to exceed the $50,000.00 threshold, the policy will be to present the Form 990 to the full Board of Directors including schedules. The 990 would then be due by May 15th. Each member of the Board of Directors will receive a copy of the Form 990 for review at least two weeks prior to the deadline for submission of the form to the Internal Revenue Service. The Form 990 would not be filed until all members of the Board have reviewed and approved the completed Form 990.

Grants and Gift Acceptance

SAVMA shall not accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization.

SAVMA shall not accept contributions of goods or services other than cash that are related to the programs and operations of SAVMA.

All grants and gifts will be properly received and recorded. Compliance with terms of any related restrictions will be monitored by the Board and reported to the Governance and Administration Committee. Wherever possible it is desirable to have written documentation of a donors intent for their gift.

Asset Protection

In order to ensure that the assets of SAVMA are adequately protected and maintained, the Board of Directors shall:

1. Insure against theft and casualty losses to the organization and against liability losses to Directors, or the organization itself to levels indicated in consultation with suitable professional resources.
2. Plan and carry out suitable protection and maintenance of property, building, and equipment.
3. Avoid actions that would expose the organization, its Board, or members to claims of liability.
4. Protect intellectual property, information and files from unauthorized access, tampering, loss, or significant damage.
5. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
6. Ensure appropriate insurance coverage is maintained at all times.

Liability Protection: Financial Transactions with Related Parties

No advances of funds to members, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed with documentation.

In no case shall SAVMA borrow funds from any member, officer, or director of the organization without specific authorization from the Board of Directors.

All transactions must be in compliance with the Conflict of Interest Policy.

Receipt of Funds

Risks: SAVMA faces the risk that funds received may be misappropriated or lost. We also face the risk that contributions with donor restrictions are not appropriately recorded and classified as restricted.

Policy: All funds, whether cash or check, which the organization receives will be deposited intact into the bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank as soon as possible, and not less than weekly. This will ensure that the financial records are complete and accurate as well as help to safeguard the organization's assets. Written communications from donors that establish restrictions on the use of their contributions will be saved. If we believe that a donor has restricted the use of funds in a conversation, we will follow up and get written confirmation of the donor's intent.

Procedures:

1. Receipt of Checks: The Secretary possesses the mailbox key and is therefore not a banking signor.
    a. The Secretary makes a photocopy of all checks received and provides the photocopies to the Treasurer. This allows the Treasurer verify that all checks received are deposited.
    b. A PDF of the checks and corresponding deposit slip should be scanned into the shared drive.
    c. The copy and slip should be archived in the Financial Folder.
2. Receipt of Cash: Cash is easily stolen and must be handled carefully.
    a. Those receiving cash should be limited to the Secretary, other non-signatory Directors, or pre-authorized special event volunteers. The person accepting the cash must provide a written receipt when taking the cash:
    b. The receipt should state the person's name, the date, the amount of the cash and the purpose of the payment.
    c. Use a pre-numbered receipt book with an automatic duplicate copy with the organization's name printed on it.
    d. No pages may be removed from the receipt book.
    e. The person with access to the receipt book shall keep it in a locked drawer and shall lock cash in a secured location until the Secretary can retrieve it for deposit.
    f. The Treasurer will compare the receipt book and the bank's list of cash deposits when preparing the Bank Reconciliation described below and match with bank statement.
3. Bank Deposit: The Secretary will deposit funds as follows:
    a. Prepare a deposit slip.
    b. Photocopy checks, and cash receipts with the deposit slip for the SAVMA Finance Book.
    c. If cash will be included in the deposit, the Treasurer will attach a list to the duplicate deposit ticket which includes the sources of the cash and the receipt numbers in the duplicate receipt book for each source of cash. The Treasurer logs and initials, and the Secretary initials and receives.
    d. File this documentation chronologically in the SAVMA Finance Book kept in the Treasurer's possession (scanned copies stored electronically- President is to verify).

e. The President will consult the deposit ticket and attached photocopies when making the Bank Reconciliation described below.
f. Attach the deposit receipt to the copies of the deposit slip, checks and cash receipt before putting it in the SAVMA Finance Book.

4. Acknowledging Donations. While IRS rules require that we acknowledge all donations that are more than $75, our policy is to provide written acknowledgement for every gift we receive. The Treasurer shall respond to each donation with a letter thanking the donor for their generosity:
    a. If the gift was cash (which includes a check), the letter should include the amount of the gift and state that the gift was cash.
    b. If the gift was donated property of some kind, the Director's letter does not need to and should not value the property. If the donor did receive something of value in return, the Director's letter must contain a description of the donation and a good faith estimate of the value of what we gave back to the donor.
    c. The letter should include the statement: "Thank you for your contribution of $_____, received on _____, 20__. [PICK ONE: "No goods or services were provided in exchange for your contribution" or "In exchange for your contribution, we gave you _____ whose fair market value was $__."]
    d. In addition to thanking our donors and providing documentation the donor needs to deduct the contribution, the acknowledgment letter may alert donors whose amount is misstated to contact us to correct the error. Additionally, our records of the letters we send will help us keep an up-to-date record of how to contact all our donors.

Disbursement of Funds

Payments by Check

Risks: We face the risks that that our funds will be misappropriated by making payments for unauthorized items and payments to unauthorized vendors. There is also a risk that payments made will be improperly recorded.

Policy: All disbursements must be supported with and invoice or receipt and must be approved prior to payment.

Procedures:

1. Opening Bank Accounts. Bank accounts may be opened only upon authorization by the Board of Directors.
    a. All bank accounts must be opened with SAVMA's employer identification number (EIN).
    b. The Board shall approve the authorized signers on the organization's bank accounts. These individuals may be subject to a criminal background check.
    c. The Secretary should not be a check signer because of his/her role in the custody and preparation of the checks.

2. Custody of Checks. The Secretary and President are the only persons authorized to have access to unused check stock. The checks should be stored in a locked location and information about how to access them should be kept confidential from everyone but the President and the Secretary.
3. Check Authorization:
    a. All invoices will be forwarded immediately to the Treasurer for review and authorization to pay.
    b. The Treasurer will review all invoices for financial accuracy, agreement with a written invoice, conformity to budget or Board authorization and compliance with grant fund requirements.
    c. The Treasurer will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled, including inventorying items received against packing slip counts.
    d. The Treasurer will code the invoice with the appropriate expense or chart of accounts line number and other information as needed for accounting purposes.
    e. The Treasurer will evidence their approval and review by initialing the invoice.
    f. The Secretary will send approved invoices to any available check signor for payment.
4. Payment by Checks. Upon approval of the invoice by the Treasurer, the Secretary shall prepare the check.
    a. If a check is voided, the check will have "VOID" written in large letters in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
    b. In the event that it is necessary to issue a duplicate check for checks in an amount over $50, the Secretary will order a stop payment at the bank on the original check.
    c. The Treasurer is authorized to sign checks up to $2,000. Checks for amounts greater than $5,000 shall require the signature of two authorized Board check signers. No person shall write any checks to him or herself, for his or her benefit or to any friends/family. No checks will be written out to cash (with exception to Petty Cash Policy). No person may remove any cash from any accounts by ATM.
5. Duties of Check Signers. All checks will be signed by the signers designated by the Board of Directors. Prior to signing a check, a check signer will do the following:
    a. Compare the check to the original invoice or the note to pay the expense.
    b. Compare the amount on the check to the amount on the invoice or note.
    c. Be sure that the Treasurer or designee has initialed the invoice. This is to protect against the risk that you are paying based on a copy of the bill that has already been paid.
        - Check the date on the invoice or the note against the date of signing the check. If the difference is more than 60 days, get written approval from the Treasurer before signing the check. This is to mitigate the risk that the organization is paying the same expense twice.
        - Check to be sure that the amount of the check is not clearly unreasonable.
    d. Prohibited Practices. In no event will:
        - blank checks be signed in advance;
        - checks be made out to "cash," "bearer," etc.

e. Each check signer will be made aware that signing blank checks exposes our organization to theft since the bank is entitled to charge our account for any check that has a valid signature. A signed blank check is an invitation to theft.

6. Online Payments. Only the President and Treasurer are authorized to initiate purchases through online payments or designations by members, supported by receipt and invoice.
7. Withdrawals of Cash: SAVMA prohibits the use of petty cash and instead uses a strict reimbursement policy.

Expense Reimbursement

Risk: SAVMA does not have the same level of control over expenses incurred on behalf of the organization by those who pay with personal funds and seek reimbursement as it does for expenses paid directly by the corporation. The corporation is not in as good a position to determine whether the good or service purchased might have been obtained at a lower price elsewhere, whether there is a personal benefit to the person seeking reimbursement and how the expenditure fits in with the rest of the organization's budget.

Policy: In proper circumstances, Board of Directors, members and volunteers are entitled to be reimbursed for expenses related to the organization that they incurred on behalf of the organization. To receive reimbursement, it must have been pre-authorized by the Board of Directors and been incurred for goods or services purchased for SAVMA.

Procedures:

1. Complete the Expense Reimbursement Form within 30 days of the expense or no later than 12/26, whichever is sooner. (Appendix C)
2. Provide substantiative expense documentation of what was purchase, when it was purchased, for how much it was purchased, and that it was indeed purchased and not just quoted.

Use of SAVMA Property

Risk: SAVMA faces a risk that individuals will use corporate property without authorization for personal purposes. Usage reduces the life of property and eventually is an expense that the corporation assumes. It also betrays the trust of our donors who expect that SAVMA will use its resources only for purposes that help us achieve our mission.

Policy: Property and equipment owned by SAVMA may only be used for corporate activities or activities approved by SAVMA. They may not be used for personal purposes.

Procedures: If a Director, officer, member or volunteer wants to use corporate property or equipment for any purpose other than a corporate purpose, that individual must obtain permission from the Board of Directors.

Credit and Debit Cards

Risk: Corporate credit or debit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing that a purchase was for the corporation or put expenses on the corporate card for purchases that are embarrassing to the corporation.

Policy: the Board will authorize specific individuals to utilize a corporate debit card. A corporate cardholder may use the debit card only for official purposes directly related to the needs of the organization. The cardholder may not use a corporate debit card for personal purposes, even if he or she plans to reimburse the organization.

Procedures:

The following purchases are not allowed on the corporate debit card:

1. Personal purchases
2. Cash advances or loans
3. Payroll advances
4. Purchases for other organizations
5. Alcohol
6. Personal entertainment
7. Fuel for personal vehicles
8. Purchases from a business you own or operate unless pre-approved by the Board
9. Any item inconsistent with the mission and values of the organization

The cardholder must keep the original receipt that describes each purchase made on the card. The credit card receipt is not sufficient. The cardholder must notify the bank and the organization immediately in the event that the card is lost or stolen.

Bank Reconciliation and Online Monitoring

Risks: The organization faces the risk of misappropriation of their assets. Monitoring the organization's financial position and performance allows fraudulent and/or erroneous transactions to be detected. Inaccurate or incomplete bank reconciliations could help hide unauthorized expenses or theft.

Policy: Bank and investment accounts will be reconciled monthly by the Treasurer, and reviewed by the President, then the Board of Directors. The President, President Elect and Treasurer have online access to the bank account. The Treasurer should review the account online on a weekly basis to check for identity theft.

Procedures:

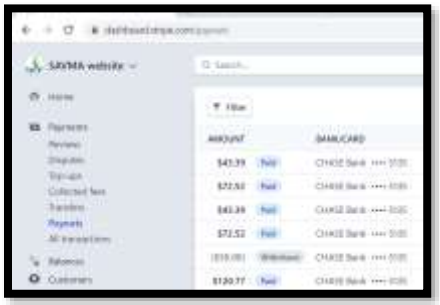
1. Monthly the Secretary records income and expense transactions in the General Ledger.

Secretary

1. Print Gmail Emails from Memberworks showing online payments of events or membership transactions.
2. Record entry dates and code in the "Running Totals on the Year Over Year Financials" spreadsheet without the amounts (Treasurer will enter with the amount after fees).

Treasurer

1. Log into Stripe.com.
2. Home – Balance – Payouts – Print (back to back) bank transfers to the checking account.



3. Enter amounts in the spreadsheet filling in the Secretary's transaction entry "Running Totals on the Year Over Year Financials" spreadsheet.
4. At the close of the financial period each month the Treasurer will log into the online banking account and save the statement for the month into the Shared Files.
5. The Treasurer shall print a copy of the Monthly Bank Statement for the Financial Records.
6. The Treasurer shall complete the reconciliation process verifying correct recording of each transaction and that substantiation is present.
7. The Treasurer will print the balance sheet and Income and Expense reports for the month and also save as PDFs in the board folder.
8. The President will sign the reconciliation reports quarterly.

Maintenance of this Manual

Responsibility falls to the Treasurer and the Governance and Administration Committee.

Appendix

Appendix A: Whistleblower's Policy

Appendix B: Document Retention and Destruction Policy

Appendix C: Expense Reimbursement and Check Request Form

WHISTLEBLOWER POLICY

ARTICLE 1; INTRODUCTION AND PURPOSE

SAVMA (the "Corporation") requires its directors, officers, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The purpose of this policy is to encourage and enable employees and volunteers of the Corporation to report any action or suspected action taken within the Corporation that is illegal, fraudulent or in violation of any adopted policy of the Corporation, to a source within the Corporation before turning to outside parties for resolution. This policy applies to any matter which is related to the Corporation's business and does not relate to private acts of an individual not connected to the business of the Corporation. This policy is intended to supplement but not replace any applicable state and federal laws governing whistleblowing applicable to nonprofit and charitable organizations.

ARTICLE 2; VIOLATIONS; REPORTING IN GOOD FAITH

All employees and volunteers of the Corporation are encouraged to report any action or suspected action taken within the Corporation that is illegal, fraudulent or in violation of any adopted policy of the Corporation (each, a "Violation"). Anyone reporting a Violation must act in good faith, without malice to the Corporation or any individual in the Corporation, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred. (Any report which the complainant has made maliciously or any report which the complainant has good reason to believe is false will be viewed as a serious disciplinary offense.)

ARTICLE III; NO RETALIATION

No employee or volunteer who in good faith reports a Violation or cooperates in the investigation of a Violation shall suffer harassment, retaliation or adverse employment or volunteer consequences. Any individual within the Corporation who retaliates against another individual who in good faith has reported a Violation or has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status. If an individual believes that someone who has made a report of a Violation or who has cooperated in the investigation of a Violation is suffering from harassment, retaliation or other adverse employment or volunteer consequences, the individual should contact the Board President.

Any individual who reasonably believes he or she has been retaliated against in violation of this policy shall follow the same procedures as for filing a complaint (outlined in Article 4 below).

ARTICLE 4; REPORTING PROCESS

If an individual reasonably believes that a Violation has occurred, the individual is encouraged to share his or her questions, concerns, suggestions or complaints with any person within the Corporation who may be able to address them properly. In most cases, the direct supervisor of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with his or her supervisor or if he or she is not satisfied with the supervisor's response, the individual is encouraged to speak directly to the Board President or anyone in management he or she feels comfortable approaching.

ARTICLE 5; CONFIDENTIALITY

The Corporation encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted on a confidential basis by the complainant or may be submitted anonymously by any method reasonably certain to properly inform the President or a Board Member. Reports of Violations or suspected Violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation, to comply with all applicable laws, and to cooperate with law enforcement authorities. Furthermore, the Corporation will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

ARTICLE 6; COMPLIANCE OFFICER; HANDLING REPORTED VIOLATIONS

The supervisor, manager or board member who receives a report of a Violation from the complainant is required to notify the President of that report, except as provided below with respect to a report relating to the President. The President will notify the complainant and acknowledge receipt of a report of Violation within [five to ten] business days, but only to the extent that the complainant's identity is disclosed or a return address is provided.

The President, or his or her designee, is responsible for promptly investigating all reported Violations and for causing appropriate corrective action to be taken if warranted by the investigation. The complainant will be notified about what actions will be taken, to the extent reasonably possible and consistent with any privacy or confidentiality limitations. If no further action or investigation is to follow, an explanation for the decision will be given to the complainant.

In the event the President is suspected of having committed a Violation, then the Violation will be reported to any Board Director and the Violation will be investigated by an officer or appointee of the Board under close supervision of the Board of Directors.

ARTICLE 7; ACCOUNTING AND AUDITING MATTERS; REPORTS

The President is responsible for addressing all reported concerns or complaints of Violations relating to corporate accounting practices, internal controls or auditing.

In addition, the President will advise the Board of Directors of any other reported Violations, the current status of the investigation, and the outcome or corrective action taken at the conclusion of the investigation.

My signature below indicates my receipt and understanding of this policy.

_____ | _____ | _____

Printed Name Signature Date

Appendix B: Document Retention and Destruction Schedule Policy

Purpose: The purpose of this document retention policy is for the Southern Arizona Volunteer Management Association (hereafter the "Organization") to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of records of the Organization.

General Guidelines: Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records. The Organization has established a retention policy and schedule for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management.

Retention Schedule

Agency	Agency History (IRS determination letter, contracts, applications, etc)	Permanently
Audit	Audit reports of accountants	Permanently
Banking and Accounting	Accounts payable ledgers and schedules	10 years
Banking and Accounting	Accounts receivable ledgers and schedules	10 years
Banking and Accounting	Acquisition of real property (after settlement)	Permanent
Banking and Accounting	Bank statements	10 years
Banking and Accounting	Checks (canceled, for important payments i.e., taxes, purchase of property, special contracts, etc.; checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Banking and Accounting	Checks (canceled, with exception below)	10 years
Banking and Accounting	Depreciation schedules	10 years
Banking and Accounting	Duplicate deposit slips	10 years
Banking and Accounting	Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses	10 years
Banking and Accounting	Financial statements (end-of-year)	Permanently
Banking and Accounting	General ledgers and end-of-year statements	Permanently
Board Materials	Minute books of Board of Directors, including Bylaws and Articles of Incorporation	Permanently
Contracts	Contracts and leases (expired)	10 years
Contracts	Contracts and leases still in effect	Permanently
Correspondence	Correspondence (legal and important matters)	Permanently
Correspondence	Correspondence, general	4 years

Correspondence	E-Mail/ Telecommunications (after suspension)	1 Year
Employment Records	Employee personnel records (after termination)	7 years
Employment Records	Employment documentation (applications, resume, I-9) (after hire)	3 years
Employment Records	Payroll records and summaries, including payments to pensioners	10 years
Employment Records	Time sheets and cards	10 years
Employment Records	Volunteer records	3 years
Insurance	Insurance policies (expired)	Permanently
Insurance	Insurance records, current accident reports, claims, policies, etc.	Permanently
Inventory	Inventories of products, materials, supplies (after disposal)	10 years
Organizational Documents	Architectural drawings and blueprints	Permanent
Organizational Documents	Construction records (all)	Permanent
Organizational Documents	Databases	Until Superseded
Organizational Documents	Deeds and titles	Permanent
Organizational Documents	Disposal of real property (after disposal)	4 Years
Organizational Documents	Environmental Site Assessments	Permanent
Organizational Documents	Hardware/perishable maintenance	Life of Asset
Organizational Documents	Internal reports, miscellaneous	3 years
Organizational Documents	Licensing agreements	Life of license + 10 years
Organizational Documents	Manuals/documentation (after suspension)	1 Year
Organizational Documents	Policies (expired)	Permanently
Organizational Documents	Software/systems development	Until Obsolete
Tax Records	Donation records of endowment funds and of significant restricted funds	Permanently
Tax Records	Donation records, other	10 years
Tax Records	Invoices from vendors	10 years
Tax Records	Invoices to customers	10 years
Tax Records	Leases/mortgages	5 Years
Tax Records	Purchase orders	3 years
Tax Records	Sales records	10 years
Tax Records	Subsidiary ledgers	10 years
Tax Records	Tax returns and worksheets (990s, revenue agents reports, and other documents relating to determination of tax liability)	Permanently

Appendix C: Expense Reimbursement and Check Request Form

☐ Check Request or ☐ Expense Report Date Submitted_____

For Check Request:
Check To be Issued To:_____

When is Check Required?: _____

For All Requests:

Submitted By: _____ Signature: _____

			Use Page 2 to complete	
Date	Vendor	Item Description	G/L Code #	Amount
			TOTAL	

Additional Information for Treasurer:_____
_____

For Finance Purposes: Check #_____ Enter On Spreadsheet: _____

Approved By_____ Date_____

Procedures for expense reports

1. Date= date of transaction
2. Please subtotal by vendor

Procedures for check requests or reimbursements

1. Complete the form.
2. Submit the form with receipts to the Treasurer (In-Box).
3. Email the Treasurer that a Request was submitted.

Expense		
7500	Fees for Service: (non-employees)	Payroll, Acct, Consulting, fundraising
8100	Office Expenses	Supplies (office, classroom, or other supplies); telephone (cell phones and landlines) and facsimile; equipment rental; bank fees and other similar costs.
8120	Printing and Production	Also include printing costs of a general nature. Printing costs that relate to conferences or conventions must be reported with conferences, conveying…
8140	Postage and Shipping	Postage (overnight delivery, parcel delivery, trucking, and other delivery expenses) and mailing expenses; shipping materials; PO Box Rental
8300	Advertising & Promotion	Enter amounts paid for advertising. Include amounts for print and electronic media advertising. Also include Internet site link costs, signage costs, and advertising costs for the organization's in-house fundraising campaigns. Include fees paid to independent contractors for advertising.
8310	Travel Expenses	Enter the total travel expenses, including transportation costs (fares, mileage allowances, and automobile expenses), meals and lodging, and per diem payments. Travel costs include the expenses of purchasing, leasing, operating, and repairing any vehicles owned by the organization and used for the organization's activities.
8400	Information Technology	Enter amounts for information technology, including hardware, software, and support services, such as maintenance, help desk, and other technical support services. Also include expenses for infrastructure support, such as web site design and operations, virus protection and other information security programs and services to keep the organization's web site operational and secured against unauthorized and unwarranted intrusions, other information technology contractor services.
8530	Membership dues-Org	Report membership dues paid to obtain general membership benefits from other organizations, such as regular services, publications, and other materials. This is the case if a charitable organization pays dues to a trade association comprised of otherwise unrelated members.
8600	Conferences & Meetings	Expenses incurred by the organization in conducting meetings related to its activities. Include such expenses as facility rentals, speakers' fees and expenses, and printed materials. Include the registration fees (but not travel expenses) paid for sending any of the organization's staff to conferences, conventions, and meetings conducted by other organizations. Travel expenses incurred by officers, directors, and employees attending such conferences, conventions, and meetings are reported in Travel.
8670	Fees	Taxes (property- non facility- investment), filing fees, late fees and penalties (prior years)
8700	Special Events	
8930	Insurance	D&O, General Liability (includes property), and Worker's Compensation
8940	Donor, Member and Volunteer Recognition	Cultivation or appreciation expenses
8950	Miscellaneous	