

**Grand Prairie Friends
Fiscal Policy and Procedure**

Article I. Policy and Authorization

Section 1. Authority over fiscal matters

- a. The President of Grand Prairie Friends shall have ultimate authority over all assets of the organization. The President shall have signatory authority over all bank and investment accounts.
- b. The Treasurer of Grand Prairie Friends is responsible for keeping the financial accounts of the organization. The Treasurer shall have signatory authority over all bank and investment accounts.
- c. The Finance Committee shall have oversight over the financial accounts of Grand Prairie Friends. At the discretion of the President and Treasurer, a member of the Finance Committee who is not President or Treasurer may also have signatory authority over some or all bank and investment accounts.

Section 2. Role of officers, committees, and others in fiscal matters

- a. The President shall receive and record all funds donated or otherwise given to Grand Prairie Friends except for those paid to others in the course of specific fund-raising activities. All funds along with the records of them shall be turned over to the Treasurer for deposit.
- b. The Treasurer is the steward of cash and other financial assets owned by Grand Prairie Friends and is responsible for prudent investment and use of such assets, as detailed in the document, Grand Prairie Friends Investment Policy. The Treasurer shall deposit all funds given to Grand Prairie Friends for whatever purpose into appropriate accounts, shall write checks for any expense incurred by the organization, and shall prepare monthly and year-end financial statements to be distributed to the Board of Directors and the Finance Committee for consideration at their meetings. Recommendations for any changes in financial policy or procedures, changes in investments or accounts, or new investments or accounts shall be presented by the Treasurer to the Finance Committee and the Board of Directors. Changes approved by the Finance Committee must be approved by the Board of Directors before being implemented.
- c. The Finance Committee shall have oversight over the financial affairs of Grand Prairie Friends. The Treasurer shall chair the Finance Committee and the President shall be an ex-officio member. The Treasurer will ordinarily convene meetings of the committee quarterly throughout the year, but any member of the committee may also convene a meeting at any time. The person convening a meeting, whether this is the Treasurer or another member of the committee, shall prepare an agenda for the meeting and shall chair the meeting. The Finance Committee shall assure that the accounts and the financial records of the organization are being kept properly and that monthly and annual financial statements accurately reflect the fiscal status of the organization. The Finance Committee must approve by majority vote of all members present any proposed changes in these policies and procedures, and must approve by majority vote of all members present any new investments, banking arrangements, or other fiscal matters, including changes in current investments or banking arrangements.
- d. Other members of Grand Prairie Friends or members of the public working with the organization who receive money (cash or checks) in the course of fund-raising activities such as the annual plant sale or Rattlesnake Master Run must record all such monies and turn over the funds and the record of them to the President or Treasurer within three business days after the event at which the money was collected.

Article II. Policies for Handling Cash Received

Section 1. Cash Receipts

- a. All reference to "cash" in this Section shall include checks.
- b. All officers and members of Grand Prairie Friends and others who handle cash for the organization shall follow the procedures outlined in this Section in all transactions.
- c. All cash must be given to and recorded on appropriate forms by the President or other designated individuals, who will turn it and the forms over to the Treasurer. The Treasurer may accept cash from these individuals only, and only after it has been recorded on appropriate forms.
- d. The President shall check the mail in a timely manner, typically once a week. The President shall record on a Money Reporting Form all checks received. The form will show the full name of the payor, check date, check number, amount, and purpose. The form and checks shall be turned over to the Treasurer within three business days after the checks have been received.
- e. At public fund-raising events such as the plant sale or Rattlesnake Master Run, receipt collections shall be restricted to persons designated by the President or event organizer and identifiable to the public as cashiers. Two responsible people designated by the President or the event organizer shall collect the cash, count it, and record it on an appropriate money reporting form during or immediately following an event. The cash and the record shall be turned over to the Treasurer within three business days after the event. The Treasurer shall verify that the record and the cash turned in show the same total.
- f. Checks shall be restrictively endorsed "For Deposit Only" when received.
- g. Post-dated checks are not accepted.
- h. The Treasurer shall deposit all cash in a timely fashion, typically within a week of receiving it. Items for deposit shall be kept in a secure place until deposited in the bank.
- i. Listing of receipts will periodically be reviewed and compared to cash receipt records and bank statements by the Finance Committee.
- j. The Treasurer shall report to the Finance Committee and the President any disputed items, unidentified receipts, not-sufficient-funds checks, checks charged back by banks, and similar items received. The President shall make every effort to collect on these items.
- k. Restricted funds shall be accounted for separately from other funds.

Section 2. Cash disbursements

- a. All disbursements shall be made by check as outlined in Art. III Sec. 2. Petty cash shall not be used.
- b. Check payee, amount, date, and purpose shall be recorded in the checkbook register when prepared.

Article III. Policies for Handling and Writing Checks

Section 1. Check Stocks

- a. Checks are pre-numbered and used in sequence.
- b. Blank check stocks shall be secured adequately by the Treasurer, who is the only person who will ordinarily write checks. The President is authorized to write checks in the event that an emergency temporarily prevents the Treasurer from doing so.
- c. Checks shall be recorded in the check register as they are prepared.
- d. All check numbers shall be accounted for and compared to bank statements.
- e. Voided and/or spoiled checks shall have VOID written on them and shall be retained.

Section 2. Check Preparation and Signing

- a. Checks are prepared by the Treasurer or other authorized check signer for expenditures approved by the Board of Directors.
- b. Supporting documents, including an invoice, receipt, or timekeeping sheet shall be presented to the Treasurer or other designated check signer prior to checks being written. Supporting documents are marked with the check number at the time of check preparation and retained with each month's bank statement.
- c. Checks in the amount of \$500 or more must be approved by two designated check signers.
- d. Signing of blank checks is prohibited.
- e. Writing a check to oneself for reimbursement or otherwise is prohibited.

Article IV. Account Reconciliation

Section 1. Bank accounts shall be reconciled each month by the Treasurer. If only electronic bank statements are available, a copy of the statement for each month shall be printed by the Treasurer and kept with other financial records for the month.

Section 2. Checks outstanding for over 90 days shall be investigated periodically by the Treasurer or designee. An entry is made restoring the item to cash after a period of 120 days.