

DRAFT July 8, 2006

**ACCA-SoCal**

**Financial Policies and Procedures**

**As of July 15, 2006**

**If you have questions about this information, please contact Joe Schohl at 310.536.2529 or joseph.schohl@davita.com.**

## **1. Receipt of Funds**

- 1.1. Checks – all checks received by the Chapter shall be immediately marked for deposit only, and shall be deposited into the Wells Fargo account and entered into the journal within seven (7) days of receipt of checks in excess of \$2,500. Payers should be requested to make checks out to the full entity name.
- 1.2. Cash – cash payments are strongly discouraged. In the event the Chapter receives cash payment, a cash receipt shall be issued immediately from a sequentially numbered cash receipt book. The Treasurer shall be notified, and the cash shall be entered into the journal as received and deposited in the Wells Fargo account. The treasurer should periodically check the cash receipt book against the cash deposits.
- 1.3. Credit cards – all credit card payments should be processed through the Acteva or similar such system. The chapter no longer accepts credit card payments outside of Acteva.
- 1.4. Collections – all outstanding collections not received by their due date shall be considered delinquent. Delinquent account notices shall be sent immediately following the due date and every thirty days thereafter until paid. Accounts overdue by 60 days or more shall be referred to the Treasurer for further collection efforts.

## **2. Disbursements**

- 2.1. Checks – checks may be executed by a Chapter officer for legitimate expenses of the Chapter only and for no other purpose. The signor of the check shall ensure that the Board member procuring the goods or services for which the check is being written has approved the disbursement. For any amounts in excess of \$1,000, two authorized signatures must be included on the check. Checks shall be payable from an original invoice only. All invoices for which checks have been issued shall be marked “paid” to avoid duplicate payments.
- 2.2. Credit cards – credit cards shall be issued to the President (\$15,000), Treasurer (\$5,000) and Chapter Administrator (\$500) with the limits indicated. These credit cards shall be used for legitimate expenses of the Chapter only and for no other purpose. For all charges made by the Chapter Administrator, prior approval from a Chapter officer shall be required. Immediate notification to the Treasurer shall be made following the incurrence of a charge in excess of \$1,000. The President shall approve all

DRAFT July 8, 2006

charges by the Treasurer and the Treasurer shall approve all charges by the President.

- 2.3. Expense Reimbursement – reasonable out-of-pocket expenses of Board members (and non-Board members who incur expenses on behalf of the Chapter) shall be reimbursed for reasonable Chapter expenses following the proper submission of an expense report on the form approved by the Treasurer. The determination of what expenses are reasonable shall be made by the Chapter officers.
- 2.4. Contracts – disbursements made pursuant to contracts entered into on behalf of the Chapter shall only be made following execution of the contract by both parties and deposit of such contract with the Chapter Administrator. The Board member requesting payment is responsible for ensuring compliance with this paragraph.
- 2.5. Grants – grants to other charitable organizations may be made by the Chapter so long as they have been approved by the Board and such approval includes a determination that the grant is consistent with the mission and strategic goals of the Chapter.

### **3. Reconciliations and Financial Statements**

- 3.1. Checking account – a reconciliation of the check register and checking account statement shall be made by an independent third party on a monthly basis. The Treasurer shall review the reconciliations with such third party on at least a semi-annual basis.
  - 3.2. Credit cards – a review of the credit card statement shall be made on a monthly basis by the Treasurer prior to payment of the full statement amount.
  - 3.3. Investments – a review of the Investment accounts shall be made by the Treasurer on a quarterly basis to the board.
  - 3.4. Financial Statements – the Chapter Administrator shall prepare, under the direction of the Treasurer, monthly financial statements, which shall consist of, at a minimum, a Profit and Loss Statement and a Balance Sheet. The financial statements should include a comparison to the prior year and will be presented by the treasurer to the board on a quarterly basis. An Annual Chapter Financial Report meeting ACC National's requirements shall be prepared by the Chapter Administrator, reviewed by the Treasurer, and approved by the Board on an annual basis.
  - 3.5. Financial Review – the Treasurer shall work with National to conduct a financial review on behalf of the Chapter every 2-3 years. National has agreed to conduct such review onsite at the Chapter's offices at no expense to the Chapter.
4. **Investments** – investments made on behalf of the Chapter shall be directed by the Treasurer in a manner consistent with the Chapter's Investment Policy. The Treasurer shall meet at least semi-annually with the investment advisor to ensure

DRAFT July 8, 2006

that the Chapter's investments are being made in a manner consistent with the Policy.

5. **Budgets** – an annual operating budget for the Chapter shall be prepared under the direction of the Treasurer and approved by the Board annually at or around the beginning of the fiscal year (October 1). To facilitate the preparation of the budget, each Chapter officer shall submit a budget proposal approximately three months prior to the beginning of the fiscal year. Such budget proposal shall include projected expenditures for all committees and other areas under such person's control, and shall be accompanied by notes detailing the projected income/expense by line item. The Treasurer will review each request for reasonableness and ensure that it is consistent with the Chapter's mission and strategic goals. The aggregated budget will be submitted by the Treasurer to the Board for approval.