

Draft Financial Policy of the Community Rights Network of Mendocino County

Purpose

The purpose of financial management in the operation of all CRNMC activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members, voters, working groups, funders, volunteers, and the community. In order to accomplish this, CRNMC commits to provide accurate and complete financial data for internal and external use by the Finance Team and all volunteers.

Responsibilities

The Finance Team is ultimately responsible for the financial management of all activities.

The Treasurer shall:

- Account for the movement of all funds.
- The Treasurer is responsible for the day-to-day financial management of the organization.
- Assistant Treasurers will notify the Treasurer by email, phone, or in person, of any check written including check number, amount, payee, and item purchased prior to writing the check. Clearly labeled receipts can be scanned and emailed, or placed in the mail to the Treasurer.
- The Treasurer will be the repository of all receipts regarding money spent for this campaign.
- Assistant Treasurers will notify the Treasurer by email, phone, or in person of any deposit made, the source of the funds, the name and address of specific donors or either money or goods, and if any expenses were paid with the cash before the remainder was deposited. If \$100 or more was received from one donor, the Treasurer will need to know the donor's occupation and employer.
- If one donor gives \$1000 or more, the Treasurer or Assistant Treasurers will file a Form 497 within 24 hours.
- Report the financial results of CRNMC operations monthly to the Core Committee meeting, and provide annual reports.
- Pay all approved obligations and file required reports, i.e. CA Form 460, and amended CA Form 410, in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Point Committee.
- Record fixed assets with a purchase price of \$500 and above in accounting records as capital assets. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- **Keep a minimum balance of \$50 in the account in case of emergency.**

Authority

- The Treasurer or Assistant Treasurers are authorized to act on the CRNMC's behalf on financial matters when action is required in advance of a meeting of the CRNMC Point Committee.
- The Treasurer is authorized to pay bills, receive funds, and maintain bank accounts.
- The Treasurer is authorized to open a PayPal account and transfer the revenues to our credit union account.
- The Point Committee shall pre-approve any expense greater than \$50.
- The Treasurer or Assistant Treasurers are authorized with consent from one other Finance Team member to sign checks up to \$50 in an emergency. Checks for amounts greater than \$50 shall require the advanced approval of the majority of the Point Committee at either a regular meeting or by email.
- The Treasurer and Assistant Treasurers must all have access to the accounts for proper fiscal oversight.
- The Treasurer or Assistant Treasurers are authorized to manage expenses within the parameters of the overall approved budget, reporting monthly to the Point Committee on variances and the reason for these variances.
- The Finance Team must approve reimbursement of any out-of-pocket expenses used for furthering the mission of CRNMC at the semi-monthly Team meeting. All out-of-pocket expenses incurred from the date of the ratification of this policy must be pre-approved unless it is planned for in-kind donation.

The Point Committee shall:

- Review financial reports at each meeting.
- Approve all anticipated expenses greater than \$50 and communicate it to the Finance Team Point Person.

Financial Transactions with Insiders

No personal advances of funds are authorized. Advances of expenses shall be authorized only when the exact amount and payee is known; check shall be made payable to the vendor. Direct and necessary expenses related to carrying out responsibilities and mission shall be reimbursed as funds become available.

In no case shall CRNMC borrow funds from any employee, officer, or director of the organization without specific authorization from the Core Committee.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Member-approved priorities, long-range organization goals, and specific objectives, the Treasurer shall:

- Submit a budget to the General membership for approval by the Core Committee prior to each fiscal year.
- Use responsible assumptions and projection background, with a general goal of breaking even.

Gift Acceptance

CRNMC will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards. The Treasurer shall sell any stock given to the organization immediately upon receipt by the organization.

CRNMC shall accept contributions of goods or services other than cash that are related to the programs and operations of CRNMC. Any other contributions of non-cash items must be reviewed and approved by the Core Committee before acceptance.