



Draft BVA Financial Policies.

April 22, 2020

Budget

- An Organizational Budget is to be created each year that lists expected revenues and expenses.
- The Budget is based on the Organizational Year - April through the end of March.
- The Budget will be adopted by the Board at or before the BVA Annual Meeting.
- Line item expenses greater in amount than listed in the budget, or not contemplated by the budget, require a budget amendment by the board. and
- all Expenditures should be approved by the Board at time of appropriation whether or not it was included in the budget

Accounting:

All expenses and income will be recorded in a mutual available reporting program e.g., Quick books. The ED, Treasurer, and Board Chair will enter all income and expenses in said program before depositing to maintain a centralizing record.

Financial Oversight

- The Executive Committee provides direct day-to-day oversight of the Executive Director's expenses and financial management of the organization.
- Concerns and/or allegations of fraud or financial improprieties by board members, staff or volunteers are to be made to the Executive Committee or the full Board.
- The ED will maintain a ledger of expenses which will be shared with the Treasurer regularly.

Donations, Grants, and Payments to BVA

- Checks and Cash donations are to be deposited at Community Bank into the Primary BVA Bank account.
- For each deposit, an email listing the source, amount, date, and any donor restrictions is to be sent to the BVA Treasurer and cc the Chair and the Executive Director so that both are aware of the deposit.

Grants and Payments:

- Grants Payments or Payments for Services to the BVA are to be handled by the ED and Treasurer.

Donations:

- Each donation is recorded in the “Donation Funds Administration” Section of the BVA Website control panel. Unless specifically restricted by the Donor to a separate fund donations are to be recorded in the “General Fund” section.
- All Donations greater than \$250 received via the website, check, bank transfer, cash or as in-kind services or product require a formal acknowledgement for tax purposes.
 - All donations via the BVA website donation portal are automatically acknowledged by an auto-generated email sent to the donor at the time of the gift and meet the tax reporting requirements.
 - Thank You letters should be sent by the Executive Director and Board Chair as well as an appropriate board member to all donors who donate \$250 or more regardless of the method of donation.
 - In addition to thanking the Donor, this Thank You letter must include the necessary information to meet tax reporting requirements:
 - Donor name (as it appears on the donation)
 - Donation Amount
 - Donation Date (different than the letter date)
 - Donor Restrictions if there are any.
 - BVA Address

Bank Accounts:

BVA will maintain multiple bank accounts :

- A checking account for organization operations
 - Signing authority: Treasurer (primary) and Chair (backup).
- Debit card or credit card account for organization operations to be maintained at about \$500
 - Authorized User: Executive Director.
- A foundation account for holding funds and intended for funding the ED position and/or awarded grant programs i.e. cover operating funds for at least 12 months.
- An interest-bearing account, e.g., a certificate of deposit, for holding donor funds and intended for funding the ED position and/or awarded grant programs beyond the next approximately 12 months
- An additional equity investment account will be held for the Visionary Scholar Award funds. The Treasurer and one other member of the board (presently, Carla Hall) will have signing authority for this account.

Credit Card / Debit Card Policy

- A credit card / debit card with a \$500 limit is provided to the Executive Director to facilitate purchases on behalf of the BVA.
- Receipts for each charge to the card must be kept, and provided to the treasurer along with a description of what the purchase is for.
 - Electronic copies of receipts and documentation are preferred. Documentation of expenses is to be monthly, and prior to topping up the account the card draws on.

- The Executive Director is to work with the Treasurer to make sure there are sufficient funds in the card account - Currently limited to \$500.
- Should the Executive Committee approve, charges greater than \$500 may be made to the card so long as funds are made available by the Treasurer in advance and only on a case by case basis.

Payment and Check Writing Policy

- For a check to be cut for payment it must be requested via a written request, invoice, or expense reimbursement form. The request should list who the payment is to, the amount of the payment, the purpose of the payment, and must be signed by the Executive Director, or a Board Director authorizing the payment.
 - Forms and or requests can be submitted both in hardcopy or electronic formats.
 - A Payment request can not be authorized by the individual making the request or who benefits from the request. For example the Executive Director cannot authorize their own expense reimbursement payments. (The Treasurer or members of the Board's Executive Committee would be the ones most suitable to authorize this)
- The **Treasurer, Board Chair**, are authorized to sign checks and make electronic payments that have been authorized by the Board of Directors.
 - The Treasurer will be responsible for informing appropriate financial institutions of who these individuals are after each Annual Meeting.
- Check signers are prohibited from signing checks or making payments where they are the beneficiary of the payment. In this case the recipient would need to coordinate with a backup authorized signer (preferably the Board Chair.)
- The Treasurer is authorized to make essential payments without board approval.
 - Essential payments are:
 - ED salary, payment of necessary salary-related expenses (e.g., disability insurance premium, unemployment insurance, worker' compensation),
 - *Memberships authorized by the board e.g. NYCON Membership*
 - *Insurance Premiums*

Reimbursement for BVA related expenses:

- **Pre approved** expenses on behalf of the BVA will be reimbursed by the organization to Staff, Board Directors and Volunteers.
- Expenses for reimbursement **not pre-approved** will be considered on a case by case basis by the Executive Committee in consultation with the Executive Director.
 - Non pre-approved Expenses greater than \$500 will need consultation with the full Board.
- For reimbursement, expenses must be documented with a receipt, and submitted to the Executive Director for approval and co-ordinates payment.
- Treasurer and/or Board Chair write the check
 - Internal control mechanism.

