



North Valley Animal Disaster Group Standard Operating Guidelines

Title: FINANCE

Objective: The purpose of this SOG is to describe accounting policies and procedures currently in use at North Valley Animal Disaster Group and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency and transparency.

Description:

These policies will be reviewed annually by the Executive Director and Treasurer, approved by the Board of Directors, and revised as needed by the Executive Director.

Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

Board of Directors

1. Reviews and approves the annual budget.
2. Reviews periodic financial statements and information.
3. Reviews and approves all contracts and purchases over \$2,500.
4. Monitors all expenses to ensure most effective use of assets

Executive Director

1. Reviews and approves all financial reports.
2. Reviews all checks and/or approves check signing procedures.
3. Reviews and approves/signs all contracts up to \$2,500.

4. Mails vendor checks.
5. Approves and processes inter-account bank transfers.
6. Is on-site signatory for all bank accounts.
7. Opens all bank statements, reviews for any irregularities and reviews completed monthly bank reconciliations.
8. Reconciles all bank accounts.
9. Reviews, approves, and manages all program expenditures and bank deposits.
10. Monitors program budgets.
11. Prepares monthly and year-end financial reports and reviews with Board of Directors.
12. Reviews and manages cash flow.
13. Reviews and approves all reimbursements and fund requests.
14. Reviews all incoming and outgoing invoices.
15. Manages the petty cash fund.
16. Monitors grant reporting and appropriate release of temporarily restricted funds.
17. Overall responsibility for data entry into accounting system and integrity of accounting system data. Maintains general ledger.
18. Maintains communications with CPA to assure proper accounting practices.

Treasurer

1. Sees that an appropriate budget is developed annually.
2. Review all Financial Reports in a timely manner.
3. Review grant release of funds in a timely manner.
4. Review General Ledger in a timely manner.

CPA

1. Prepare taxes.
2. Is available for consultation on Quick Books and accounting best practices.

Cash Receipts

Checks from the Post Office Box: The Executive Director receives and opens incoming mail, and stamps all checks 'for deposit only.' Each check is scanned and sent to the Donation Manager who posts it in a spreadsheet and sends a thank you letter. All checks over \$1,000 will have the donor name and amount listed in the deposit in the accounting software.

PayPal Donations: Donations will be transferred from PayPal into our banking account monthly. The information is scanned and sent to the Donation Manager who posts it in a spreadsheet and sends a thank you letter. The Donation Manager will keep a record of the donor's name and amount.

Cash Donations: Two people will count the money (and checks), put it in a sealed envelope with the total amount, and both sign it. This shall be deposited as soon as possible.

The cash will be kept in a locked, secure location and deposited as soon as possible.

Disbursements & Expense Allocations

Checks are processed as soon as possible. Requests for disbursements are submitted using the Reimbursement Form, with receipts, invoices, etc. attached.

The Executive Director reviews all requests for payment and:

1. Verifies Payee, expenditure and amount
2. Approves for payment if in accordance with budget
3. Provide or verify appropriate allocation information

The Executive Director processes all payments and:

1. Enters the Accounts Payable Module
2. Attaches a copy of check to documentation and retains copy of check and documentation in appropriate file.
3. Mails checks and maintains appropriate backup documentation
4. Files all backup documentation in the appropriate file

Debit & Credit Card Policy and Charges

All who are authorized by the Board to carry an organization credit or debit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws and regulations, and the entities from which NVADG receives funds.

During non-deployment, a debit and/or credit card may be used for a maximum of \$250 for a single purchase without prior approval of the Board of Directors.

During a deployment, a debit and/or credit card may be used for a maximum of \$500 for a single purchase without prior approval of the Board of Directors.

The Executive Director may use their credit card for a maximum of \$2,500 for a single purchase without prior approval of the Board of Directors.

The receipts for all credit card charges will be given to the Executive Director as soon as possible.

When available, a credit card shall be used for Electronic Fund Transfers and recurring bills.

Bank Account Reconciliations

1. All bank statements are given unopened to the Executive Director. The Executive Director reviews the statements for unusual balances and/or transactions.
2. The Executive Director reviews statements monthly for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
3. The Executive Director will investigate any checks that are outstanding over six months.
4. The Executive Director will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
5. The reconciliation report will be reviewed, approved, and filed in a timely manner by the Executive Director.

Petty Cash Fund

Petty cash funds are maintained by the organization. The funds are to be used for miscellaneous or unexpected purchases.

1. The petty cash fund will not exceed \$300 and is kept secured at all times.
2. The Executive Director oversees the petty cash fund.
3. Receipts are required for items purchased with petty cash and should include appropriate account allocations as well as supervisor approval.
4. The Executive Director and the Treasurer together will periodically count the cash in the petty fund.

End of Month and Fiscal Year End Close

1. The Executive Director will prepare the monthly and annual financial reports. These reports will be submitted to the Board of Directors for review and approval.
2. At the end of each month and fiscal year end, the Executive Director will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, accounts receivable and payable accounts match outstanding amounts due and owed.
3. Once the final monthly and fiscal year-end financial statements are run, reviewed and approved by the Board of Directors and Executive Director, no more entries or adjustments will be made into that month or year's ledgers.
4. At the end of the fiscal year, the outside CPA will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the Executive Director and Board of Directors for their review and approval. The Executive Director will then file the return with the Internal Revenue Service by the annual deadline.
5. All other appropriate government filings including those required by the state tax board and attorney general's office will be completed and filed with the appropriate agency.

Butte County Purchase and Reimbursement Policies

There is a possibility (not a guarantee) that NVADG volunteers may be reimbursed for items used during an incident, including fuel used in personal vehicles. This is up to the discretion of the Animal Group Supervisor, and Board of Director's approval. There is no guarantee, nor shall there be any expectation that any expense will be reimbursed at any time. It is essential that

there is proper documentation to receive reimbursement. Refer to the current Butte County Memorandum of Understanding.

Related Documents Attached: n/a

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