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**SUBJECT: Financial Policy (Travel)**

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The MSG Board of Directors is committed to acting as responsible stewards in managing the organization's financial resources. The organization shall comply with all laws and regulations and shall adhere to sound accounting principles that produce reliable financial information, ensure fiscal responsibility, and build public trust. Ultimately, the board is legally responsible for all financial transactions of the organization.

**Fiscal Year**

The MSG's fiscal year matches the calendar year.

**Handling Checks and Cash**

All checks will be endorsed with the MSG bank stamp upon receipt. Checks, as well as the associated deposit slip, will be photocopied or documented on an invoice. Deposits will be made within the current week by the Executive Director, the treasurer, or the assistant.

The Executive Director and at least one member of the Board of Directors will count all cash and checks at the conclusion of cash generating activities. Funds will be deposited within 24 hours by the Executive Director or the treasurer and a receipt maintained with other MSG receipts as a record of the transaction.

**Paying Invoices**

The Executive Director will be responsible for paying the organization's bills in a timely manner or at least twice a month. The organization's checkbook will reside in the MSG office safe.

Two signatures are required for all checks, drafts, or other orders for payment of money except as provided elsewhere in this document. Members of the Executive committee (President and Treasurer) are valid endorsees. The Executive Director is also authorized to sign checks and qualifies as one of the required signatures except for checks written as payment (payroll or otherwise) to any MSG employee. All checks written to an employee require signatures from two members of the Executive committee. Members of the executive committee may not sign checks written to themselves or their business.

**Purchasing**

The Executive Director purchases all supplies and equipment. These items should be purchased from local businesses when possible. The board must approve all purchases not in the budget or those exceeding the budgeted amount. Employees must investigate at least three different sources for products or professional services which exceed \$1,000 and submit this information to the board for consideration and approval. Personal reimbursement for items purchased without the Main Street Gardnerville card will be reimbursed minus the taxes if a tax exempt letter was not used.

**Petty Cash**

A petty cash fund of \$100 is maintained for incidental purchases. This account is the responsibility of the Executive Director who must provide a list of all expenses drawn from this fund accompanied by associated sales receipts or invoices. The information will be provided to the Treasurer upon request. Funds may be replenished as necessary at the request of the Executive Director.

## **Travel Reimbursement**

Employees and volunteers will be reimbursed for reasonable and customary expenses incurred in connection with the business of the organization, including food, lodging, and transportation while out of town. Reimbursement for alcoholic beverages and personal items is prohibited. Travel shall be undertaken in a cost-effective manner.

Meals will be reimbursed at federal per diem rates. Airfare, lodging, gas, and taxi or shuttle service will be reimbursed based on actual costs, not including gratuities. Lodging costs exceeding \$125 per night shall be pre-authorized by the Organization Committee Chair and then by the Board President. Claims for reimbursement must be presented with all receipts. All requests for travel and expense reimbursement must be presented within 30 days of the expenditure.

## **Budget Process for MSG**

The Committees, with the aid of the Executive Director, will provide a strategy for adequate funding. Board approved work plans will be presented to the BOD for the budgeting process no later than October 30th of each year. A draft annual budget shall be presented to, and approved by, the board no later than the November board meeting. The board will approve the final budget by the close of the December board meeting. The Executive Director or Treasurer will enter all budget figures into the accounting program to generate comparative financial statements by January of the budget year.

The board does not need to approve committee expenditures that were pre-approved in the annual budget. However, the board must approve all expenditures exceeding the budgeted amount or outside the adopted budget prior to expending any funds.

## **Financial Records**

The treasurer will present the financial statement to the board at the regularly scheduled monthly meeting. The statement will include actual and budgeted income and expenses for the month and year to date totals. Within two months after the close of the fiscal year, the Treasurer and Executive Director will prepare a year-end financial statement showing in reasonable detail the source and application of the previous year's funds and the financial condition of the organization. This statement will be presented to the board at the following board meeting.

All financial records of the organization will reside in the MSG office and will be maintained by the staff with input from the Board. Bank accounts will be reconciled monthly and compiled in separate files including all deposit records. Deposits will be tracked by maintaining copies of deposit slips, checks, and bank deposit receipts. An independent accountant will conduct an annual financial review and present the results to the board.

Any contribution, grant, or gift earmarked for a specific activity will be tracked and reported on in a separate classification.

## **Donors**

The Board is responsible for identifying financial and in-kind donors. Board members will be designated to contact potential donors with the assistance of the Executive Director. Individual committees should also

solicit donors. A list of solicitations should be submitted with the work plan annually and approved by the Board to avoid conflicts and over asking of donors.

### **Request for Donations**

As a non-profit, MSG is required to first and foremost raise funds for Main Street Gardnerville. Therefore, our policy is not to donate to other organizations.

### **Acknowledgement**

The Executive Director will acknowledge contributions within two weeks of receipt. Receipts will be issued for all contributions of \$250 or more or upon request. In addition, committees will be responsible thanking their contributors individually.

### **Gift Acceptance**

The Board will determine whether accepting a gift of cash or other assets will compromise the ethics, financial circumstances, program focus, or other interests of the organization prior to accepting the gift. Such gifts will be publicly acknowledged in MSG Annual Report, as appropriate.

### **Grants**

Potential grants must clearly fall within the mission of MSG and be intended for projects on current work plans or address an emerging local issue. A qualified grant writer may be hired or consulted with to compose the request for the organization. The Board of Directors will approve any requests to write grants.

Committee volunteers will keep records, books, and materials in accordance with the requirements set forth in any acquired grant. Reports will be written by the lead volunteer(s), with assistance by grant writer and the Executive Director if needed.