Uplift Community Alliance
Finance Policies

I. General Finance

A. The organization shall adhere to the finance policies and guidelines as set forth herein and in Uplift Community Alliance Bylaws.

B. All financial accounts of Uplift Community Alliance (including auxiliaries) shall be titled in the name of the Corporation.

C. Authorized signers for the Corporation's transactional accounts shall be President, President-Elect, Recording Secretary and Treasurer.

D. All checks shall be signed by two (2) of the above authorized signers.

E. A background check shall be conducted on the Treasurer, Assistant Treasurers and Finance Chair.

F. The P.O. Box shall be the official address for any mailed financial statements.

G. The Treasurer/Assistant Treasurers shall open and sort all mail.

H. Deposits and investments of the Corporation shall not exceed the maximum insured amount in any one financial institution.

I. All bank account statements shall be reconciled monthly to ensure the accuracy and completeness of the Corporation's financial records.

J. All manual journal entries shall be reviewed and approved by the Finance Chair or an Assistant Treasurer.

K. Changes to the chart of accounts shall be made by the Treasurer and approved by the Finance Chair.

L. The Treasurer shall apply at least quarterly for state sales tax reimbursement and renew, annually, any license or permit necessary for the operation of the Corporation.

M. Insurance coverage for the Corporation shall be reviewed and adjusted annually by the Finance Committee.

N. The Corporation shall maintain unrestricted cash, cash equivalents or other current assets sufficient for one (1) year's total operating expenses, but not to exceed three (3) years' total operating expenses.

O. A Certified Public Accountant shall review or audit financial statements annually.

P. Contents of the safe deposit box of the Corporation shall be verified and reviewed by the President and Treasurer annually.

II. Donations

A. Contributions received with donor-imposed restrictions shall be used only for that purpose.

B. Real property, stocks, bonds or other securities received as donations shall be liquidated in a timely manner.

C. Acknowledgement letters, which comply with IRS requirements, shall be sent to all donors of monetary or in-kind donations.

D. All donations received through credit cards shall be processed by the Treasurer or Assistant Treasurers.

III. Budget

A. The Finance Committee shall prepare the annual budget and present it to the Board in March. A motion to approve the annual budget shall be made at the March regular meeting and be placed on the floor for thirty (30) days. Vote shall occur no later than May 31.

B. All budget change requests shall be submitted to the Finance Committee which shall make its recommendation to the Board.

C. All changes to the approved budget, including reallocation of line items, shall be approved by the Board and membership.

D. A motion to increase, decrease or reallocate line items on the approved budget may be voted on when presented to membership at the regular meeting.

IV. Expenditures

A. For guidelines on proposed unbudgeted expenditures of more than five hundred dollars ($500), refer to Bylaws Article 10 Finance..

B. For guidelines on unbudgeted expenditures, capital expenditures and non-recurring expenditures over $3,000, refer to Bylaws Article 10 Finance.

C. Any expenditure exceptions from the Bylaws shall be noted in the Board minutes.

V. Payment of Invoices and Reimbursement Vouchers

A. All reimbursement vouchers shall have proper documentation and/or receipts attached and be submitted to the Treasurer immediately. Reimbursement vouchers for invoices or credit card charges shall be signed by the purchaser and approved by the appropriate committee representative or next level Chair. A purchaser may not approve their own reimbursement voucher.

B. Recurring invoices, such as utilities and regular maintenance, shall be approved by the House Operations Chair, Treasurer, Recording Secretary, President-Elect, or President.

C. Email approval of invoices is acceptable.

D. Snacks of nominal value may be purchased using operational budgets for member work, service, or training events. Regular committee meetings and non-work events are excluded.

VI. Conflict of Interest Policy

A. Every member shall have a signed Conflict of Interest Policy form on file and disclose any conflict of interest to the Board.

VII. Organization-Related Travel

A. The Finance Committee, with Board approval, shall determine allocation of budgeted financial resources for members attending approved conferences/meetings.

B. The Board shall annually determine members who are eligible for financial reimbursement for workshops, training, or special meetings.

C. All unbudgeted travel plans for any committee and/or member shall be submitted, in advance, to the Finance Committee for approval.

D. Expense reimbursement documentation and receipts shall be appropriately approved and submitted with the expense voucher to the Treasurer.

E. Travel expenses prepaid by the organization, for a member who is subsequently unable to attend a scheduled meeting, shall be reimbursed to the organization by that member within thirty (30) days following the scheduled event.

F. Allowable expenses shall be limited to event registration as determined by VII.B: lower priced airfare on a direct flight to event city that includes a non-upgraded seat assignment when available; baggage fees to cover one bag each way; shuttle or taxi (fully reimbursed including tip); lodging based on single occupancy/standard room; automobile travel per IRS allowance rate for philanthropic services, not to exceed lower priced airfare on a direct flight to event city; hotel or event parking; and meals up to seventy-five dollars ($75) per day.

G. Non-Allowable expenses include but are not limited to personal expenses, entertainment, alcoholic beverages, frequent flyer mileage ticket, and travel insurance.