



**Accounting & Fiscal  
Policy**

Adopted February 15, 2005  
Revised August 19, 2019



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## I. Purpose

This manual addresses the fiscal policies and procedures which are to be followed by Survival Adult Abuse Center, Inc (hereinafter “Survival”).

## II. Financial Records

The financial records of Survival will be maintained on a modified cash basis. Survival shall utilize a computer-based accounting system (hereinafter “CBAS”) to maintain fiscal records. A copy of the CBAS data shall be saved by the Executive Director (hereinafter “Director”) onto a removable electronic medium and kept offsite at a secure location. This shall preferably be done semi-monthly, but in no event less frequently than once per month. Every month, the Director shall save the data on a removable electronic medium and give a copy to the Treasurer.

Prior to the preparation of monthly Financial Reports, all receipts and expenditures shall be recorded in the CBAS. In-kind receipts shall be recorded in a separate database with totals entered monthly into the CBAS. Separate funds shall be reflected in separate accounts in the CBAS.

Survival’s procedures shall conform to the Internal Revenue Code and its corresponding regulations.

## III. Financial Reports

After the close of each calendar month and prior to the next board meeting, the Director shall prepare monthly Financial Reports, to be distributed to the members of the Board of Directors

(hereinafter “Board”) at the next Board Meeting. The monthly financial reports shall include a Statement of Receipts and Expenditures for the current month as well as a listing of all bank balances, listing of outstanding grant funds submitted for reimbursement, listing of significant outstanding vendor payments (excess of \$1,000). The Statement of Receipts and Expenditures shall include current month and year-to-date information, both budgeted and actual by individual fund. The Director shall provide the Treasurer of the Board (hereinafter “Treasurer”) with the financial reports at least two business days prior to the Board Meeting.

In conjunction with the financial reports submitted to the Treasurer, the Director shall also provide copies of all monthly bank reconciliations and General Ledger.

#### IV. Annual Budget

Survival’s fiscal year corresponds with the calendar year. An Annual Budget Report (hereinafter “Budget”) will be drafted by the Director and provided to the Finance and Audit Committee for review in October. The Budget shall initially be based on three years historical data, with proposed adjustments supported by the Director for known and/or recommended changes in operational or financial matters. The Finance and Audit Committee is responsible for working in conjunction with the Director to develop a final Budget which will be submitted to the Board at the November Board Meeting, with a final vote of acceptance by the Board at the December Board Meeting. The Budget may be amended as needed with approval by the Board.

The Director shall be responsible for entering the approved Budget into the CBAS system prior to January 1 of each year for the Treasurer’s review. The Director shall also be responsible for

entering the amended Budget into the CBAS system prior to the next Board Meeting when applicable.

## V. Receipts

### A. Donations - General Guidelines

The Director shall send a letter of appreciation acknowledging any donation within thirty days. The letter will acknowledge the amount or fair market value of the donation and that no goods or services were exchanged for the donation. The Director shall also record in the Electronic Database Journal (hereinafter “EDJ”) that the appreciation letter was sent to any donor who contributes and in-kind donation.

### B. Monetary Donations

For donations accepted at a Survival location, a receipt shall be immediately created. For donations received off-site, a receipt shall be created in the receipt book on the first day the Survival employee who received the donation returns to work. For this purpose, a receipt book shall be kept at each Survival location. Each receipt shall be kept in duplicate by manner of a carbonless duplicate receipt book, with said receipt noting name and mailing address of donor, amount, and date of contribution. Upon request of the donor, the original receipt shall be given to the donor. The Director shall note on the duplicate receipt in the receipt book that an appreciation letter was sent.

All checks and cash received shall be kept in a secured location and at the first opportunity submitted to the Director or delivered to a locked drawer which shall be maintained in the

Director's office. The Director shall record these checks and cash in the proper accounts in the CBAS along with the date the checks and cash were received, the name of the donor, and the amount.

Preferably, deposits into the checking account will be made daily by the Director, but each monetary donation shall be deposited into the checking account by the Director within fifteen business days of receipt of the donation.

In the event the Director is unavailable for more than ten business days, the Treasurer will handle these functions. The Director, President of the Board (hereinafter "President") and Treasurer shall be the only persons to have access to the lockbox.

#### C. In-kind Donations

Immediately upon receipt of an in-kind donation, the person receiving the donation shall complete and sign a logbook sheet itemizing the items donated, as well as the name and address of the donor, if known, and date of donation. For this purpose, a logbook shall be kept at each Survival location. A copy of the logbook sheet shall be delivered to the Director as soon as possible. A file shall be kept in the Director's office containing a copy of the log sheets for items donated. The original shall be maintained in a file at the location where the donation was received. The Director may authorize destruction of the original log sheet once the Director receives a copy.



For donations received off-site, an entry shall be created in the logbook on the first day the Survival employee who received the donation returns to work.

At first opportunity, and in no event less frequently than once a month, the Director shall enter a record of the donation into the EDJ with its corresponding fair market value, name and mailing address of donor, and date of donation. At least once per month, in-kind donations shall be summarized, and the total value of the summarized items shall be entered into the CBAS.

For any in-kind donated item valued at \$1,000 or more, the Director shall keep a record of the item and track its usage. The Director shall enter the item into the CBAS as retained as a Shelter asset, retained as an Administrative Office asset, or expensed when given to a client for personal use, whichever is applicable. In the event the item is given to a client, the client shall complete a form acknowledging receipt of the item, date of receipt, and a description of the item. The client shall sign this form with the client's first name and first initial of the client's last name.

The logbook will be retained for five years.

#### D. Grants/Contracts

The Director shall be responsible for applying for grants which further the mission of Survival.

The Director shall also be responsible for ensuring compliance with all requirements of the grant.

At this time, grant monies are received either electronically by direct deposit to the general account or by paper check. In the case of non-reimbursement grants, the Director shall verify the

amount received correlates to the amount due. In the case of reimbursement grants, the Director shall verify that the amount received correlates to the amount billed for reimbursement. In the event there is a discrepancy, the Director shall investigate and resolve the discrepancy. The Director shall bring to the attention of the Treasurer any matter that cannot be resolved. If the Treasurer cannot resolve the matter, the Treasurer shall notify the Board. The Board shall take such action as necessary to resolve the matter.

If grant monies are received by paper check, the paper check shall be kept in a secure location until deposited into the general account. Preferably deposits shall be made daily, but in no event shall deposits be made less frequently than every fifteen days

## VI. EXPENDITURES

### A. Petty Cash

The Director shall maintain a petty cash fund no greater than \$200. A receipt shall be obtained for all expenses paid for by petty cash funds. Each expenditure shall be recorded in the CBAS. The petty cash fund shall be located in a locked drawer in the Director's office.

### B. Charge accounts

#### 1. General Guidelines

Charge accounts shall be used solely for the purchase of goods and services fulfilling the mission of Survival in assisting its clients and are not to be used for the purchase of personal goods or services for employees of Survival. All applications for charge accounts shall be made with prior approval by the Board. Any credit limit on charge

accounts shall be determined by the Board. Credit limits of charge accounts open at the time of the writing of the Manual shall be presented to the Board for review, modification, and acceptance. In the event the Board approves a new charge account, all procedures herein shall apply to that account.

Prior to payment, the Director shall review billing statements to ensure all charges on the account are documented and are for the purpose of fulfilling the mission of Survival. When the billing statement reflects an itemization of items purchased, original receipts may be destroyed after they are reconciled with the billing statement. If the billing statement does not reflect items purchased, receipts must be retained.

Tax exempt cards are not for the personal use of employees but are to be used only when purchasing goods to further the mission of Survival.

## 2. Credit Cards Available to the Director and Staff

As of the date of this Manual, Survival has a credit cards with Wal-Mart, Lowe's, Office Depot and a "general" Visa. As they are on-call at any given time, the Director, Volunteer Coordinator, Court Advocate, Women's Services Coordinator and Children's Services Coordinator may each be issued a Wal-Mart credit card on Survival's charge account for the purpose of obtaining supplies for fulfilling Survival's mission. Each credit card issued to an employee shall bear a unique identifying number.

The Director shall maintain a file for all credit cards. The files will include a list of employees holding a card on that account, with each card's corresponding unique identifying number, and the dates that each card was held by each employee.

Authorized users shall not expend more than \$200.00 per day without prior permission from the Director. At first opportunity and no later than ten days after the purchase date, all receipts shall be submitted to the Director in the manner as set forth by the Director. The Director shall review the receipts to ensure that all items purchased were necessary for fulfilling Survival's mission. The Director shall save the receipts and compare them to the monthly statements to ensure there were not unauthorized charges.

In the event a card is lost or stolen, the employee shall immediately notify the Director who shall contact the company immediately and cancel that unique identifying number. The Director shall keep all documentation in the file of the charge account regarding lost or stolen card and related conversations with company employees. When an employee leaves employment by Survival, that employee shall surrender all cards and outstanding receipts to the Director. When the Director leaves employment by Survival, the Director shall surrender all cards and outstanding receipts to the Treasurer.

3. Charge Accounts Available to the Director

The Board may authorize certain charge accounts on which charges can be made only by the Director. As of the date this Manual is approved, those charge accounts authorized are Bi-Lo Country Mart, Daily Star Journal, and Pack 'N Mail.

4. Credit Cards Available to the Director

The director is authorized to have a general-purpose credit card in the name of Survival and shall be the only employee authorized to use this card. As of the date of the approval of this Manual, the general-purpose credit card is a Visa card.

The Director is also authorized to have an Office Deposit charge card and shall be the only employee authorized to use this card.

In the event a card is lost or stolen, the Director shall contact the appropriate company immediately and cancel that card. The Director shall keep all documentation in the file of the charge account regarding the lost or stolen card and related conversations with company employees. When the Director leaves employment by Survival, the Director shall surrender all cards and outstanding receipts to the Treasurer of the Board.

C. Electronic Transfers

The Director is authorized to electronically transfer money as needed between the general account and electronic deposit account for the purpose of keeping both accounts balanced. The

Director is also authorized to electronically transfer funds from the general account for the purpose of paying payroll taxes. Electronic transfers shall be entered into the CBAS as soon as possible, but no less frequently than once a month.

D. Debit Cards

A debit card may be applied for only with prior approval of the Board.

E. Check Disbursements

The administrative assistant shall review each invoice and initial in the top right corner and then prepare the check. The check will then be submitted to the Director for approval and signature. Checks are normally generated electronically and concurrently entered in the CBAS. In the event checks cannot be generated through the CBAS, they shall be entered into the accounting system no less frequently than once a month. All checks used shall be pre-numbered and used in numerical order. All voided checks shall be retained. The President, Vice-President, Secretary, Treasurer and Director are the authorized signatories on all banking accounts. The co-signing officer shall review the billing documentation before signing the check to ensure the bill is legitimate. No check shall be made to "Cash". Checks totaling \$500 or more shall require the signature of the Director and an authorized Board Member. Any check payable to the Director requires at least on authorized Board Member signature.

F. Accounts Payable

The Director shall be responsible for paying all bills in full by the due date, unless there is prior approval by the Board to defer payment. In the event there are not sufficient resources to pay the

bill in full, the President shall call a special meeting and/or take a telephone poll of the Board to excuse full payment of the bill for that month.

#### G. Payroll

The Director shall maintain individual payroll records for each employee. The following information shall be kept in the employee's file within the CBAS: name, address, Social Security Number, beginning and termination dates, gross wages, withholding information, number of exemptions, and date(s) of changes of pay rate. The following information shall be kept in a physical personnel file for each employee: Copies of the federal W-4 form, state W-4 form, I-9 form, original application for employment, resume, dates of hiring, commencement of employment and termination, changes in pay rate, vacation, sick, and personal leave time records from previous calendar years, written reprimands or other record of employee discipline, original executed arrangements regarding confidentiality and acknowledgment of receipt of personnel manual and other information pertinent to that individual employee.

Employees are required to keep time sheets and must record their time contemporaneously and deliver the time sheets to the Director upon request. Employees must total their time on the sheets, and the Director shall review the time sheets for accuracy. The Director shall keep a calendar noting times that employees are absent. The Director shall compare the time sheets to the calendar.

Accrual and usage of Vacation, Sick and Personal Leave shall be tracked and computed monthly by the Director, and records of such shall be maintained in a file. When an employee leaves employment, these records shall go into the employee's personnel file.

The Director shall prepare Survival's payroll on a bi-weekly basis. The pay period is a two-week period beginning Sunday at 12:00 a.m., with paychecks being available to employees no later than 4:00 p.m. on the Wednesday following the pay period. An exception to this may be made due to any changes in employee status or grant contract requirements.

## VII. INVESTMENTS

Survival shall utilize a prudent and reasonable investment strategy. The investment policy shall be evaluated annually by the Board. As of the date of approval of this Manual, Survival policy allows only passive investments. Changes in this investment policy shall be approved by the Board. As of the date of approval of this Manual, it is the policy of the Board to maintain monies equivalent to two months of operating expenses in a money market account, and to maintain monies equivalent to six months of operating expenses in liquid assets.

The Finance and Audit Committee shall pre-approve all investments in accordance with the Board's policy. All changes in investments shall be reported to the Board at the next Board meeting.

Current investments of Survival include a checking and PayPal accounts at First Central Bank, money market fund at Equity Bank, and 66 shares of AT&T common stock.



## VIII. BANK RECONCILIATION

Upon receipt of the monthly bank statements, the Director shall review the statements and reconcile them to the CBAS. In the event there are errors, the Director shall resolve the discrepancy. The Director or a staff member as instructed by the Director will prepare the bank reconciliation between each bank statement and the CBAS and then date and initial the statement and bank reconciliation. The Director shall then give the bank reconciliation and statement to the Treasurer for the Treasurer's review.

## IX. CBAS

### A. General Guidelines

All receipts and expenditures shall be recorded in the CBAS in the accounts which reflect the actual source or usage. For purposes of the CBAS, all expenses shall be allocated to direct Shelter expenses, administrative activities, fundraising or other funds, as defined by current IRS regulations. With approval of the Treasurer, the Director is authorized to modify the chart of accounts as necessary.

### B. Capitalization Policy

Capital assets are defined by Survival as assets with an expected useful life of more than one year and a cost or fair market value of \$1,000 or greater at the time of acquisition. Capital assets are recorded at their purchase price, or, if donated, at their fair market value, and are depreciated utilizing Internal Revenue Service asset life guidelines on a straight-line basis. Each capitalized

asset and its corresponding accumulated depreciation shall be removed from the CBAS upon disposition, showing gain or loss.

#### X. BID POLICY

Purchases for services, goods, or equipment with a cost in excess of \$2,500.00 shall require at least two bids which may be solicited through selective notification. Bids shall be presented to the Board for discussion and determination as to which bid to approve. In circumstances that cannot wait for approval by the Board, the Director is authorized to make such decision as necessary.

#### XI. EXPENSE REIMBURSEMENTS

After incurring expenses for all approved reimbursable expenses, the employee shall complete an expense reimbursement form, attach receipts to the form, and submit the form to the Director. When the Director incurs expenses, the Director shall complete an expense reimbursement form with supporting documentation. The Director's form, the supplemental documents, and the check covering the expenses shall be submitted to the officer who will be signing the check.

Employees who are required to travel for Survival's authorized business will be reimbursed for the use of their vehicle at the Federal standard business mileage rate or not more than 50 cents per mile and for the actual cost of food, fares, lodging, and incidental expenses, if the travel includes the necessity to purchase same. Actual fares shall be reimbursed at the coach/business class rate and lodging shall be reimbursed at the single occupancy rate. The lodging facility and rate shall be pre-approved by the Director. Food will be reimbursed at actual expense, up to a

maximum of \$50 per day. A day consists of any 24 consecutive hours. Prior approval for out of town travel must be obtained from the Director to be eligible for reimbursement.

For employees required to be on-call, Survival will reimburse the expense for their cellular telephones at the rate of \$5.00 per month, per employee, plus additional documented expenses. Survival shall not reimburse employees for the cost of entertainment unless prior approval from the Director is obtain. The Director may authorize entertainment expenses and other reimbursement requests by employees necessary for the fulfillment of Survival's mission. Survival does not reimburse employees or clients for the cost of alcoholic beverages or tobacco products.

## XII. INSURANCE COVERAGE FOR EMPLOYEE AND BOARD MEMBER DISHONESTY

All Board members and employees of Survival shall be covered by an employee dishonesty policy, the amount of which shall be determined by the Board.

## XIII. TRAINING

The Director shall be responsible for orientation and arranging training of new employees. Each employee shall be trained for the position for which s/he is employed. A newly hired Director shall be trained by the departing Director and the Board. The Volunteer Coordinator shall ensure volunteers are trained in accordance with grant requirements and applicable Board policies and procedures.

When a new Board member is approved, the Director shall send the Board member pamphlets about Survival, as well as copies of the By-Laws, Accounting and Fiscal Policy and Procedures Manual, Personnel Policy Manual, a list of committee assignments, a list of Board members with their contact information, and information regarding the responsibilities of the Board.

At least once biannually, the Board shall invite a representative from the Missouri Coalition Against Domestic and Sexual Violence (hereinafter, "MCADSV") or other appropriate alternative group to conduct training of Board members regarding the authority and responsibilities of the Board.

Each year, within sixty days of being appointed, the Finance and Audit Committee members shall be trained by the Director regarding the sources of funding for Survival, including but not limited to, in-depth information regarding grants and contracts, as well as the practical application of the CBAS, and information regarding the checking account(s), investments, charge accounts, procedures required by the Accounting Fiscal Policies and Procedures Manual, passwords and keys.

Within seven days of hiring a new employee and no later than seven days of an employee beginning work, the Director shall train the new employee on the procedures required by the Accounting and Fiscal Policy and Procedure Manual. The Director shall give each employee a copy of the Accounting and Fiscal Policy and Procedure Manual and each employee shall sign a form acknowledging he or she has received, reviewed, understands and will abide by the

procedures required by the Accounting and Fiscal Policy and Procedure Manual. A copy of this form will be retained in the employee's personnel file.

#### XIV. PASSWORDS AND KEYS

Only the President, Treasurer and Director shall have the passwords to access all electronically stored materials. The President, Treasurer or Director may change the passwords, but only after receiving approval from the other two individuals. Passwords shall not be written down or maintained on premises. Passwords and identifying information shall not be kept together.

Only the President, Treasurer and Director shall have key(s) to the locked file drawer in the Director's office. All employees shall have access to the keycode to the Shelter. The President, Treasurer, Director and employees assigned to the administrative office shall have keys to the administrative office and the Director's office. The Shelter Manager shall also have a key to the administrative office.

#### XV. AUDITS AND REVIEWS

The Board shall schedule a financial review or audit at their discretion or as required by law or grant contracts/guidelines. The Finance and Audit Committee shall research, interview and nominate a qualified certified public accountant (hereafter "CPA") for performance of the financial review or audit. The selection of a CPA shall require the approval by the Board. It shall be the Director's responsibility to provide any and all assistance required by the CPA. The Board shall review the final audit or financial review for acceptance. The Board shall review

any accompanying management letter and decide whether to take future action in accordance with the management letter.

#### XVI. TAX RETURNS

The Director shall ensure that all tax returns are prepared and timely filed with the appropriate governmental agencies as required by law. The Director shall provide the Treasurer a copy of all tax returns for review before they are filed.

#### XVII. RETENTION OF FINANCIAL RECORDS

All financial records and reports and copies thereof shall be destroyed after ten years unless a longer period is mandated by law or grant contract requirements.

Any records maintained by a member of officer of the Board shall be passed on to his or her successor.

All receipts shall be kept for warranty purposes for the length of the warranty or ten years, whichever is longer.

#### XVIII. CONFLICT OF INTEREST

The Board shall maintain and enforce the conflict of interest policy as currently found in Section 9.03 of the Bylaws.