

4/3/01
Dorothy Hoffmann

BLUE GOOSE ALLIANCE

FINANCE PROCEDURES

I. ACCOUNTING

- A. The Treasurer will use self-balancing fund accounting procedures for all monies received and paid. This method will recognize and track the source and use of all contributions and payments.**
- B. Unrestricted donations will be accounted for in the checking account. Future banking accounts may include a Savings Account and a Restricted Account.**
- C. Financial statements will include:
 - 1. When Board directed (Cash Basis)
 - a. Treasurers' Report**
 - b. Statement of Revenues over Expenses**
 - c. Balance Sheet**
 - d. Deposit Log**
 - e. Check register****
 - 2. Annually (Accrual Basis)
 - a. Statement of Revenues over Expenses**
 - b. Balance Sheet****
 - 3. Explanations of significant changes that occurred during the period will be identified.****
- C. When a pledge is received but actual money promised is not received, the amount will be booked when pledged as Deferred Revenue. When the cash is received, the Deferred Revenue account is relieved.**
- D. Fiscal Year will be October 1 through September 30.**

II. CASH

- A. The Treasurer will be responsible for booking all monetary transactions.**
- B. Two signatures are required on each check written for an amount over \$2,500. The President and Treasurer are authorized to sign on the bank accounts. Should either of these persons be unable to perform this function, the Executive Board may select an alternate.**
- C. Cash for current expenses will be held in the checking account. Amounts in excess of a Board designated amount may be deposited in the savings account, CD's, and/or money market accounts.**

III. EXPENDITURES

A. All reimbursements for expenditures by individuals must be approved by the Vice President or other person designated by the Board before reimbursement is made. When an expenditure is approved, notice is given to the Treasurer.

B. Reimbursed Expenses process

- 1) Receive approval from the Vice President or designated person for expenditure.**
- 2) Pay for the expense from personal account and receive a receipt or use personal check.**
- 3) Submit receipt and/or copy of personal check to Treasurer with Expense Form.**
- 4) Payment will be made from the BGA treasury to the individual.**

C. In-Kind Donation

When a person wishes to have their expenses booked as a donation, follow III. Expenditures, B. Approved payments process above. After reimbursement, prepare a personal check which is then sent to the Treasurer as a donation.

C. Expense Form

- An Expense Form is attached for your convenience.**

D. Non-Reimbursed In-Kind Expense Log will be maintained by the Treasurer.

Notice of such donations will be sent in writing to the Treasurer. A copy of a cancelled check and/or receipt will provide backup. These letters and backup will be maintained in the Treasurer's files.

IV. BUDGET

A. An annual Budget Statement of Revenues over Expenses for BGA will be prepared by the Treasurer. These will be estimates for the coming year and will be prepared to help guide the business affairs of the organization. This budget can be updated periodically to reflect actual.

IV. AUDIT

A. An annual audit will be conducted. Until revenues exceed \$100,000 in a fiscal year, a Board Member or Board designated person may perform the audit. When revenues exceed \$100,000 in a fiscal year, the Board may designate an accredited CPA or other qualified person to perform the audit.

B. The annual audit will include all cash activities, status of State Incorporation, status of 510(c)(3) – Internal Revenue Service Non-Profit designation, and accruals at the end of the fiscal period and contracts. The auditor may request to audit other financial activity as is seen to be appropriate.

V. CONTRACTS

A. No Board Member or other person may make verbal or written commitments or contract for the resources of the Blue Goose Alliance without prior approval of the BGA Board.

B. The Treasurer will maintain copies of all contracts for the Blue Goose Alliance including U.S. Internal Revenue Service 501(c)(3) and Certificate of Incorporation, including any annual updates.

VI. MISCELLANEOUS

A. Treasurer is responsible for annual reporting to the IRS, when applicable.

BLUE GOOSE ALLIANCE
EXPENSE FORM

NAME _____ DATE OF EXPENSE _____

AMOUNT \$ _____

EXPENSE DESCRIPTION _____

SIGNATURE _____

DATE _____

Attach receipts to this form.

APPROVAL

SIGNATURE _____

DATE _____

DATE PAID _____
