

# Mountainside Parent and Community Team (“MPACT”)

## FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

### 1. Banking

- a. Signatures/Access
  - i. Only the Board President and Treasurer shall have direct access to any MPACT funds held at any banking institution.
  - ii. No account may be opened in the organization’s name without resolution approval by the Board of Directors.
  - iii. Each signatory shall have their own access online to accounts for the purpose of monitoring account transactions and performance. Further, each signatory is encouraged to review banking activity at least once per month. No signatory or other MPACT member (as defined in Article 3, Sections 3.1 and 3.2 of the MPACT Bylaws) may access or transact business in MPACT accounts under another person’s login information.
- b. Deposit Management
  - i. The Treasurer shall follow the Cash Receipt Management & Procedures as stated in the 12/1/2015 version of the Beaverton School District’s Parent Group, Booster Club & Non-Profit Financial Guidelines Handbook, with the exception that the Treasurer may assign duties of the Treasurer as specified in the handbook to an Assistant Treasurer or MPACT Board member as approved by the MPACT President.
  - ii. The Treasurer or an assistant to the Treasurer shall fully document and electronically record deposits in MPACT’s accounting system.

### 2. Cash Receipt Management and Procedures

- a. The Treasurer shall follow the Cash Receipt Management & Procedures as stated the Beaverton School District’s Parent Group, Booster Club & Non-Profit Financial Guidelines Handbook dated 12/1/2015 (or the most current version of such handbook), **with the exception** that the Treasurer may assign duties of the Treasurer as specified in the handbook to an Assistant Treasurer or MPACT Board member as approved by the MPACT President.
- b. The VP(s) of Fundraising on the MPACT Board must identify one or more volunteers to lead each MPACT fundraising activity and inform such volunteer leads that the volunteer lead(s) must have established cash control procedures for the

fundraising event, and that the volunteer lead(s) are responsible for ensuring that such procedures are followed from the time the event begins until all the money raised has been submitted for deposit.

### **3. Contract Management**

- a. Bid Policy
  - i. A minimum of three (3) bids shall be obtained if cost of goods/services exceed \$500. A minimum of one (1) bid shall be obtained if the cost of goods/services that are \$500 or less.
  - ii. Sharing of proposals with competitors is not allowed and will disqualify the vendor from submitting a bid.
  - iii. Only authorized Committee members and Executive Committee members may request proposals/bids on behalf of MPACT.
- b. Contract Approvals
  - i. A majority must approve all contracts & purchase/service agreements in excess of \$500. If such vote is conducted at a General Membership Meeting, the vote shall be carried by a majority of those in attendance. If such vote is conducted at an Executive Committee Meeting, the vote shall be carried by a majority of the Executive Committee members in attendance. If the vote is held by the Executive Committee via email, the vote shall be carried by a majority of the total number of Executive Committee members (no matter how many members actually vote).
  - ii. Approved contracts/agreements involving costs of goods/services that are \$500 or less may only be executed by MPACT's President (or a Vice President of Fundraising for fundraising-related agreements/contracts). Approved contracts/agreements with costs that are \$500 or less may be signed by any member of the Executive Committee.
  - iii. For payment of contracts, see Accounts Payable section.

### **4. Accounts Payable**

- a. Reimbursement/Check Requests and Purchase Orders
  - i. Reimbursement/check requests and purchase orders must be pre-approved by the relevant committee chair/co-chair or by a member of the Executive Committee (including the Treasurer). Such approval shall be either reflected on the relevant reimbursement/check request form itself or via email sent directly to the Treasurer.
  - ii. Checks are generally generated through an on-line bill payment program. Approved reimbursement/check requests received will generally be processed on-line each Wednesday and MPACT's bank will mail checks according to its specified on-line bill payment procedure.
  - iii. If a reimbursement/check request is received that may cause an overrun of the projected budget, the Treasurer will hold the disbursement until approval is obtained at the next Executive Committee or General Membership Meeting, whichever occurs first.

- iv. Payments properly authorized may be made via online bill payment, PayPal payments, debit card and/or manual check generated by either the Treasurer/Co-Treasurer or the Board President. Manually-written checks for amounts greater than \$500 require dual signatures (one from the Treasurer and one from an Executive Committee member).
- v. All receipts and payments must have thorough documentation submitted to the Treasurer immediately for recording and must include the current reimbursement request form.
- b. Special procedures relating to payments to Independent Contractors:
  - i. Before payments are made to any independent contractor the Treasurer must have on file the following:
    - 1. Complete contact information
    - 2. Copy of the related executed contract/agreements, if any
    - 3. Proof of the background check, where required
    - 4. Current, complete W-9 form (but only if the aggregate such payments are likely to exceed \$600 for the current calendar year)
  - ii. Payments made to contractors will be setup via online bill payment within the agreed upon parameters under the related contract/agreement and will generally be processed as stated under Sec. 3(a)(ii) above.
- c. Record Keeping
  - i. The Treasurer shall keep electronic and/or paper records of all transactions on behalf of MPACT.

## **5. Accounts Receivable**

- a. Fundraising
  - i. Fairshare Fundraising: The IRS discourages Fairshare Fundraising for IRC Sec. 501(c)(3) organizations. Fairshare Fundraising is the process of group fundraising and then applying a share of the funds to individual accounts. IMPACT shall not engage in such fundraising for an individual's benefit.

## **6. Budget**

- a. Process
  - i. The Treasurer, with assistance from MPACT's Vice President(s) of Volunteers, will select a Budget Committee made up of volunteers from MPACT's general membership.
  - ii. The Treasurer will be the Chair of the Budget Committee.
  - iii. The Treasurer will present a preliminary draft budget to the Budget Committee for consideration and discussion both through email correspondence as well as at a Budget Committee meeting that will be scheduled with at least 3 business days advance notice to the Budget Committee members.
  - iv. The preliminary draft budget will be updated based upon discussions of the Budget Committee and members of the Budget Committee will vote to present the budget to MPACT's general membership with a vote of the majority of Budget Committee members in attendance or voting via email carrying

- the vote. See MPACT Bylaws Article 6.6 and 5.3 for voting process.
- v. The Budget Committee shall provide the draft budget to the Executive Committee at least a week prior to the member meeting at which it will be presented for a vote, and shall consider any comments/updates provided by the Officers.
  - vi. With a target date of June 1 of each year, the Treasurer will present the budget for the following fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) at a general membership meeting for consideration and a vote. This budget will include (but will not be limited to):
    - 1. Program expenses as requested by program directors
    - 2. Fundraising activities as projected by Vice President
    - 3. Operating activities as anticipated by President and Treasurer
    - 4. Reserves and contingency for the organization as a whole
  - vii. The vote to approve of the budget shall occur at a general member meeting in accordance with the requirements set forth in Article 5, Sections 5.1 – 5.3 of the MPACT Bylaws.
  - viii. Amending an approved budget may occur in accordance with procedures stated in Article 7, Section 7.2 of the MPACT Bylaws.
- b. Accountability
- i. Responsible committee members, Executive Committee members, and general members of MPACT must honor the adopted budget for any project for which they are involved. If an overrun is anticipated, a budget amendment (along with a plan to pay for overruns) must be approved through the process mentioned above in Section 5(a)(vii) of these policies.
  - ii. The Treasurer is responsible for monitoring budget performance and will provide a monthly report to at the general membership meeting (and to the full Executive Committee on an as requested basis) on financial activity.

## **7. Year End Reporting**

- a. Tax Filing
  - i. Prior to handing over Treasurer responsibilities to the newly elected officer, the current Treasurer shall:
    - 1. Ensure all bank accounts, PayPal, and other financial accounts are properly reconciled
    - 2. Submit backup file to the CPA for filing the annual financial reports.
- b. 1099 Processing
  - i. The Treasurer will send 1099s to all independent contractors who have been paid more than \$600 for services (does not apply to goods or to corporations) no later than January 31<sup>st</sup> of each year.
  - ii. Filing of 1099s must also be submitted to the IRS no later than the beginning of March each year.

Voted on and Approved by a majority of the members of the MPACT Board in attendance at the October 18, 2017 Mountainside Parent and Community Team Board meeting:

\_\_\_\_\_  
Jennifer Sande  
MPACT President

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Raeleen Sewell  
MPACT Secretary

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Date

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Date