



Financial Operations Manual

8/14/2018

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I. INTRODUCTION

The Boys & Girls Clubs of Lawrence is a 501(c)(3) non-profit nationally chartered organization, whose mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

This manual describes the fiscal and internal operating policies and procedures that shall govern the operation of the organization.

II. CODE OF CONDUCT

Personnel must strictly avoid any conflict of interest or the appearance of a conflict. Staff and members of the board of directors should have no reluctance to make full disclosure of their actions or relationships with prospective vendors or consultants. No employee/director shall be engaged in conduct resulting in a potential conflict of interest. Strict disciplinary action, up to and including termination shall be taken against any officer/director/employee/agent for any such action.

- An officer/director/employee/agent is in a potential conflict of interest when any action by the BGCLK, whether isolated, recurring or continuous, is to the direct financial advantage of an employee, their spouse, parent or child.
- No officer/director/employee/agent shall participate in the selection or management of an agreement covered by donor funds if a real or apparent conflict of interest would be involved.
- A conflict of interest would arise when any officer/director/employee/agent or any member of their family, their partner, or an organization that employs or is about to employ any of the parties indicated, has a financial or other interest in the organization selected for a financial agreement.
- BGCLK officer/director/employee/agent shall neither solicit nor accept gratuities, favors other than small tokens (such as meals, pens or calendars) from vendors or consultants.

Annually each board member and employee should acknowledge that they understand the code of conduct and agree not to participate in any selection or award if there is a conflict of interest, real or apparent.

III. GENERAL INTERNAL ACCOUNTING PROCEDURES

The goal of the outlined procedures is to ensure that all financial transactions within the organization are handled according to generally accepted accounting principles. It is imperative that employees follow these procedures to facilitate compliance with the documentation requirements of grantors and to maintain the internal controls set up by the organization. Additionally, to ensure BGCLK's compliance with generally accepted accounting principles, BGCLK engages an outside CPA firm to complete monthly financial statements and engages a separate accounting firm to prepare the annual audit.

ACCOUNTING PERIOD

The accounting period of the organization is a fiscal year beginning on January 1 and ending on December 31.

ACCOUNTING METHOD

It is the policy of the organization to utilize the accrual basis of accounting that recognizes assets, liabilities, income and expenses when earned or incurred.

PUBLIC ACCESS TO RECORDS

It is the policy of the organization to allow the public access to Form 990, "Return of Organization Exempt from Income Tax," all attachments, and all schedules. However, it is the policy of the organization not to reveal information, including names and addresses, about its contributors.

An individual that makes an in-person request will receive a copy of Form 990, all attachments, and all schedules within 14 business days from the day the request is received. An individual that makes a written request will receive a response within 30 days. The individual will also be notified, in a timely manner, of any costs associated with copying and acceptable forms of payment.

The original Form 990 will remain at the registered office of the corporation without exception.

ACCOUNT CODING

All account coding information used for check requests/deposits, cash receipts or other accounting documents can be found in the accounting system. Whenever a new project is added, the accounting system will be updated so that each project's income and expenses can be accounted for separately.

It is the responsibility of the Finance Department to perform an annual review of the budget codes with the Finance Committee and the accounting firm and will direct the accounting firm to delete any unused or obsolete accounts.

RECONCILIATIONS AND ACCURACY

It is the policy of the organization to keep detailed records of all financial statement accounts. A reconciliation shall be performed by the outside CPA firm. All discrepancies shall be investigated on a timely basis.

CONTRACTS AND AUTHORITY

It is the policy of the organization to grant authority to sign contracts and grant agreements to the Chief Executive Officer unless otherwise prescribed in the grant.

FEDERAL IDENTIFICATION NUMBER (23-7296824)

It is the policy of the organization to have the organization's Federal Identification Number provided to all stakeholders as needed.

IV. CASH AND INVESTMENTS

CHECK SIGNERS

It is the policy of the organization to give check -signing authority to the following positions:

- Chief Executive Officer
- Board President
- Board Treasurer

The Board President may revoke check-signing authority. Any person who is no longer entitled to sign checks will be notified in writing. The Chief Executive Officer will oversee the proper notification to the depositories whenever changes are made in authorized check signers.

SAFEGUARDING OF CHECKS

It is the policy of the organization to keep unused check supplies safeguarded in a locked file cabinet. The staff appointed by the Chief Executive Officer shall control blank checks. Signed checks that have not been mailed shall be placed in a locked file until the following day.

UNCASHED CHECKS

It is the policy of the organization to investigate checks over six months old in conjunction with year-end procedures. Contact with the payee will be initiated to resolve the issue. If no response is obtained checks over six months old will be voided.

VOIDED CHECK

It is the policy of the organization to maintain a Voided Check File and document every check that has been voided, regardless of the reason. If voided checks are physically available, they will be marked "VOID" and filed in the organization's Voided Check File. If voided checks are not physically available, the organization's copy of the bank's stop-payment order will be filed in a Stop-Payment Order File.

PROHIBITIONS

The following procedures regarding check writing are prohibited:

- Checks payable to "cash"
- Checks signed without an amount designated.
- Utilizing checks out of sequence.

TRANSFERS

It is the policy of the organization to make transfers between bank accounts by check or electronically and to follow normal check writing and check signing procedures if a transfer is made by check. Inter-bank transfers may be completed by an executive staff electronically who has no signing authority on any of the bank accounts. These are documented on the bank statement in the "memo" section of the on-line transfer so as to give the accounting firm who reconciles the accounts proper documentation.

CHECK ENDORSEMENT /STAMP

It is the policy of the organization for all checks to be endorsed with a stamp prior to deposit as follows:

For Deposit Only

Boys and Girls Clubs of Lawrence

P.O. Box 748

Lawrence, KS 66044

CASH AND CASH EQUIVALENTS

Cash and cash equivalents are short term, highly liquid investments with maturities of three months or less. Certificates of Deposit with original maturities in excess of three months are considered to be cash, provided that the stated terms do not restrict the withdrawal funds and such withdrawals do not have substantial penalties associated with them.

PETTY CASH FUND

It is the policy of the organization to restrict the use of petty cash to unforeseen emergency funding. As cash is dispensed it will be in strict accordance with the policy on cash disbursements and documented on the Petty Cash Log.

CHECKS

Original checks shall be given directly to the Finance Department to keep the Daily Income Report, to be processed for deposit. A copy of the check shall be made for the appropriate file, when appropriate.

DEPOSITS

Bank deposit tickets, shall be completed by the Finance staff member and physically deposited at the bank by an appointed executive staff member. Deposits shall be made at the local authorized bank as needed with no check being held for more than three working days in the safe. Each check is stamped For Deposit only and reconciled with a Daily Income Report. The dated and stamped copy of the deposit ticket received from the bank shall be attached to the supporting documentation. Each deposit shall then be recorded by journal entry to the general ledger of the organization.

The Bank contacts the Finance Department if there is an overage or shortage in any deposit and the difference is accounted for in the accounting software as “over or short”. The Finance staff have no signing authority on any of the bank accounts and has authority only to do interbank transfers (money market to operating account, operating account to purchasing account). The accountants complete the bank reconciliations.

CASH DISBURSEMENTS

It is the policy of the organization that all requests for check disbursements contain the following information:

- Name and address of the payee
- Reason for payment
- Signature of an immediate supervisor
- Original invoice

The documentation shall prove the legitimacy of the request and substantiate the payment. All payment requests shall be approved by the immediate supervisor for the site expenses of the employees.

All completed payment request forms shall be forwarded to the Finance Department. The information provided will be verified to be accurate and complete and to have all corresponding original invoice documentation. The request form shall be signed by either the Chief Executive Officer or Director of Operations as approval for payment. The Finance Department shall process all payment request forms for payment at least bi-monthly. The Finance Department is responsible for mailing/sending all checks to the vendors. All copies of checks with corresponding invoice documentation and completed payment request forms shall be filed in order by the vendor for future reference. Early payment discounts shall be taken advantage of if they result in benefit.

LOANS PROHIBITED

It is the policy of the organization to prohibit loans to anyone.

TRAVEL PER DIEM AND EXPENSE REIMBURSEMENT

It is the policy of the organization to reimburse staff and members of the Board of Directors for expenses incurred while doing business for the organization. Travel advances may be issued to employees only prior to business travel in the form of a Per Diem. The Per Diem amount will be determined by the General Services Administration based on the destination of the business travel location. Expenses exceeding per diem rate will need to be documented by a reimbursement report with a receipt and approval by the direct supervisor.

The employee's supervisor and the Chief Executive Officer must sign reimbursement forms. The following items shall be included on the travel reimbursement form:

- Name of employee/Board member
- Date of Travel
- Purpose of Travel
- Grant assignment, if any
- Itemization of expenses with original invoice/itemized receipt documentation

Various travel expense limitations and guidelines have been established as follows:

- Personal Mileage - Employees and members of the Board of Directors will be reimbursed for use of their personal vehicles on organization business at the federal guideline rate while using personal vehicles to fill any business obligation. Commuting mileage will not be reimbursed. Mileage reimbursement form must be

signed by the Director of Operations or Chief Executive Officer and submitted to the Finance Department.

- Transportation - The most cost-effective means of travel, such as coach airfare shall be used. Any deviation from this procedure shall be pre-approved by the Chief Executive Officer.
- Meals - Reasonable meal costs can be reimbursed for business meetings and during business travel. The Finance Department will inform the traveler of the daily amount based on federal guidelines for cities.
- Unallowable Expenses - Reimbursement will not be made for items of a personal nature or for entertainment. These expenses include but are not limited to movies, laundry, and alcohol.

V. REVENUE

PROGRAM FEES

The collection of cash and checks from families, specific requirements for endorsement stamping, storing money, turning in money, processing and posting money in Vision software, reconciling income to funds collected and turning into the Finance Department. Receipt books and cash log is signed daily by program staff and approved and submitted by the Area Director. Periodic checks at the site by the Finance Department to ensure process is being followed. Training is implemented for new program staff in a timely manner. If cash is missing and cash log is not signed by both parties, can be grounds for disciplinary action up to termination.

Money from sites is dropped off in the Finance Department office and Finance Staff collects the envelopes from the office to process. If money does not reconcile to the report from the program staff, then the program staff is notified as well as the Assistant Director of Operations. Deposits are prepared and reconciled to the reports turned in by the program staff. Both the Daily Income Report and the deposit are given to the Finance Department, in absence of the Finance staff the fees are locked in the safe. Only executive staff have access to the safe. Credit card payments are processed for walk-in families and by phone or online. No credit card numbers or cvs numbers are to be written down. Adjustment to balances cannot be done in the Vision software by the program staff. Any adjustments needed are approved by the Director of Operations and can be processed by the Finance Department.

GRANTS

The Chief Executive Officer informs the Director of Grants when the revenue is received. The Director of Grants will assign the grant code and submit to the Finance Department. The Finance Department will submit to Intacct.

INDIVIDUAL, CORPORATE & FOUNDATION GIVING

Giving can occur via mail, online, in person, over the phone and through community organizations (such as; DCCF or United Way). Gifts are recorded by the Finance Department in the donor database.

PLEDGES

Pledges or commitments that will be paid overtime will be documented in writing from the donor (pledge form, email, or letter). The pledge will be entered into the organization's donors database along with the payment schedule provided by the donor. Payment invoices and reminders will be sent out based on the schedule the donor provides. The finance department will meet regularly with the Executive Director and Resource Development staff to ensure that donors are on schedule with their payments.

CAPITAL CAMPAIGNS

Revenue from donations and pledges designated to a capital campaign will be deposited into a separate bank account specially set up for the campaign. Monthly, the finance department will provide information to the organization's accounting firm who will reconcile pledges and payments with campaign expenses to ensure that the campaign account has the correct amount of funds.

GIVING SUPPORT

The following classes of support will be used by the organization:

Unrestricted Support,– Support that is not subject to donor-imposed restrictions. This classification includes support subject to donor-imposed conditions that have been met in the current year and support subject to donor-imposed restrictions that have been released from restrictions.

Temporarily Restricted Support - Support subject to donor-imposed restrictions that may or will be met, either by actions of the organization and/or the passage of time. When a restriction expires, temporarily restricted support is to be reclassified to unrestricted support and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Support,- Support subject to donor-imposed stipulations that they be maintained permanently by the organization. Generally, the donors of these assets permit the use of all or part of the income earned on any related investments for general or specific purposes.

If the donor does not specifically restrict a gift, The Chief Executive Officer is responsible for determining whether contributions made are available for unrestricted use or specifically restricted use.

CERTIFIED PUBLIC ACCOUNTING FIRM (CPA)

CPA have log-in access to our cloud accounting software Intacct and have the ability to see postings in real time. They complete monthly bank reconciliations and monthly financial statements. They also complete our 990 tax return and file any necessary extensions. The 990 tax return is not completed by CPA until they have received BGCLK'S annual audit, including an A-133 to comply with grant requirements, from a separate accounting firm. The two firms discuss any questions or provide any needed information for the 990 and audit.

ACKNOWLEDGEMENT OF CONTRIBUTIONS

It is the policy of the organization to acknowledge all contributions made regardless of the amount of contribution. It will be the responsibility of the Director of Marketing and Finance Department to ensure that all individual, corporate, and foundation donors receive a contribution acknowledgement.

VI. FIXED ASSETS

INVENTORY

It is the responsibility of the organization will develop and maintain a record of all assets with a description and serial numbers where appropriate. A copy of this record will be readily available to the Senior Leadership Team. Annually the Senior Leadership Team will assess the adequacy of the organization's insurance to cover the potential theft or loss of these items. The Team will also recommend replacements. No asset will be removed from the premises of the Organization without the prior authorization of the Chief Executive Officer.

CAPITALIZATION

All assets with a useful life of greater than one year and costing more than \$500.00 will be capitalized and will be recorded in the fixed asset records. Any asset that does not meet the criteria for capitalization, such as small tools and equipment or repairs and maintenance, will be expensed.

The cost basis of furniture and equipment assets will include all charges relating to the purchase of the assets including the purchase price, freight charges and installation if applicable.

Leasehold improvements are to be capitalized if they relate to the renovation of an existing room. Expenditures incurred in connection with maintaining the existing room in good working order shall be expensed as a repair.

DEPRECIATION

Depreciation methods/lives for assets shall be selected for consistent financial reporting purposes by the outside CPA firm.

DISPOSITIONS

Capital assets may be sold, traded-in on new equipment, and/or donated to other charitable organizations, once the assets have exceeded the funder's requirements.

Annually the organization will inventory property to determine what is non-functioning or obsolete. Any asset that is missing or has been stolen will be reported in writing to the Chief Executive Officer as soon as possible. The description, serial number, and other information about the lost item shall be included in the report.

The Chief Executive Officer will determine the proper course of action and will notify the organization's insurance carrier and any outside authorities if deemed appropriate. If unrecovered, the asset will then be removed from the assets records.

VII. DEBT AND OTHER LIABILITIES

ASSUMPTION AND AUTHORIZATION OF DEBT

Determination of the need to assume and authorize debt will be made by the Board of Directors. This authorization shall be documented in the minutes of the Board of Directors meetings. The original debt agreement shall be maintained by the Chief Executive Officer in the safe and the existence of these instruments shall be verified periodically by the Executive Committee.

LONG- TERM DEBT

It is the policy of the organization to include the current portion of long-term debt with current liabilities on the financial statements. Only the non-current portion of the long-term debt will be included in the long-term debt section of the financial statements.

The current portion of debt is considered to be the amount of principal due to be paid over the ensuing twelve month period, or any debt expected to be refinanced within the same twelve month period.

Organizational credit card debt shall be paid off in a timely manner as approved by the Chief Executive Officer.

VIII. PAYROLL

PAYROLL AND PERSONNEL

It is the policy of the organization for the Director of HR to maintain all employee files. Semi-monthly payroll processing and quarterly unemployment tax reporting is completed by a third party payroll company. All tax payments are debited and paid from the operating account by the third party payroll company. Semi-monthly payroll review is completed by the Finance & HR Department.

A third party payroll company prepares annual W-2s for employees. The system tracks data on all employees' full time/part time status. The Director of Human Resources will comply with Affordable Health Care reporting requirements.

The Finance Department tracks W-9 (other income for partners and contract staff) in the Intacct accounting system and submitting to CPA for generation of W-9s.

The Finance & HR Department are responsible for providing payroll general ledger reports from the payroll system to CPA for input into our monthly financial statements on a semi-monthly basis. They are also responsible for downloading the IRA payable from the payroll system every month-end for preparation of payment and submission to the Board Treasurer with month-end payables.

The hiring of a new employee will be initiated by an employee letter that will include rate of compensation and effective date. All changes to standing payroll data shall be authorized in writing by appropriate supervisors including: new hires, terminations, and pay rate changes.

PAYROLL DEDUCTIONS

It is the policy of the organization to properly record payroll deductions and pay the appropriate third parties on a timely basis. Also, all payroll reports to third parties shall be submitted on a timely basis. The employee shall authorize in writing voluntary payroll deductions and court ordered payroll deductions.

FRINGE BENEFITS

It is the policy of the organization to distribute fringe benefits across appropriate grants in a manner commensurate with salary distribution.

COST ALLOCATION PLAN

A third party Payroll service is used to track all staff in the cost allocation of hours, paychecks and stipends. Each cost is allocated to the Boys & Girls Club location for which it was spent. Stipends are allocated by location and grant. The Finance Department and Director of Grants work together to ensure that costs are allocated correctly. The Intacct Software provides a report for the allocated funds.

IX. EXPENSES

All expenses must be approved by a member of the executive staff.

PRESENTATION AND RECORDING OF EXPENSES

The coding of all expenses shall be on a functional basis (i.e. travel, supplies, etc.) and recorded to the programs for which the cost was incurred. Costs not able to be directly identifiable to a specific program shall be allocated among the various programs in relation to the common benefit received. Allocations made shall be given consistent treatment from period to period. Allocation methods and bases used shall be determined by the executive staff.

Finance Department reports all payables in the accounting software and prepares checks on a semi-monthly basis at a minimum and documents the corresponding invoices/supply requests. Semi-monthly payable checks & corresponding documentation are submitted to the Board Treasurer for signature or in the Board Treasurer's absence, the Board President. Periodic payables and checks needed between these periods are signed by the Chief Executive Officer.

INSURANCE

It is the policy of the organization that on a yearly basis, the organization shall review all insurance coverage in force prior to renewal to determine if coverage is deemed to be adequate.

Limits, types of coverage and deductibles shall be considered. Any changes shall be recommended by the Chief Executive Officer and approved by the Board.

CREDIT CARDS

Credit cards are issued to full time staff and others responsible for making purchases. Each employee signs a credit card agreement. Cards may be used solely for authorized BGCLK expenses. On a monthly basis, each card holder receives an electronic copy of their statement and has 5 business days to turn in a reconciliation of their purchases including the corresponding supply request and approval. All cardholders are responsible for reporting a missing or stolen card immediately.

No credit card or debit card issued to staff in the Finance Department. The Finance Department has no signing authority on any bank accounts. The Finance Department monitors credit card usage online and is responsible for canceling cards and adding cards for employees. The Finance Department is also responsible for reconciling all credit card transactions to the statements, posts the transactions in the accounting software to the appropriate site and shares the card reconciliation with the executive staff monthly on the shared drive. Balance is paid in full monthly through direct debit from the operating account.

X. RECORDS AND DATA ENTRY

It is the policy of the organization that the finance department is authorized to prepare journal entries. All entries prepared by the finance department are reviewed by the outside accounting firm at the end of each month prior to closing and the accounting firm will make any adjusting entries to the financial statements.

FINANCIAL STATEMENT PREPARATION AND DISTRIBUTIONS

It is the policy of the organization that at the end of each month, financial statements and grant reports are to be prepared. The financials are reviewed and adjustments are made by the finance department. A complete set of financials shall be distributed to the Chief Executive Officer and Board Treasurer for review. The Executive Director and the Board Treasurer shall be given one week (5 working days) from the time of distribution to review and recommend any changes.

After all changes, a final set of financials shall be retained electronically and distributed to the Finance Committee and Board of Directors for review and approval. At the close of the fiscal year, financial statements and grant reports shall be archived for a period of three years with the corresponding financial records.

ACCOUNTING SYSTEM BACK-UP

It is no longer the policy of the organization that a complete backup of the accounting system be completed since the accounting software utilized is a cloud accounting system and no backup is needed. The outside accounting firm and the finance department have access to this system. Annually, the auditing CPA firm is also given access to the cloud accounting system.

BUDGETING

It is the policy of the organization that each fall the organization will develop an annual budget with oversight and recommendations. This budget will reflect ongoing expenses plus special projects as reflected in approved budgets for the coming year. The Board of Directors will formally approve the budget at its annual meeting. It is acknowledged that due to the nature of BGCLK funding, the budget changes throughout the year to reflect newly received grants and the tasks associated with that funding.

All full time program staff are given a budget for their expenses and are responsible for budget management. Specifically, staffing, supplies, and partners (contract staff). The budgets are monitored and approved by the Director of Operations.

XI. GRANT MANAGEMENT

It is the responsibility of the Director of Grants annually to develop a chart of grant report due dates, and to provide that chart to the Chief Executive Officer and Board President. Grant management consists of monitoring a grant to ensure that the criteria set by contract or grant agreement is being met, and that activities are in compliance with the requirements of the agreement. The Chief Executive Officer determines, in consultation with the Director of Grants, which staff member will be the project manager for each grant or specific task outlined in the grant.

That designated staff member shall be responsible for all of the grant requirements including, but not limited to the following requirements.

- Guidelines of the work to be done.
- The timetable for completion of the project.
- Spending of the funds.
- Assisting the Director of Grants with filing reports as required.

When it is determined that a project will not be completed within the period of availability, the Director of Grants shall be responsible for requesting a written extension. This request shall be approved by the Chief Executive Officer prior to sending it to the grantor.

Any correspondence relating to the extension requests must be maintained for future reference. Once approval is received in writing, the Chief Executive Officer shall be notified as to the extension approval. If an extension is denied the Director of Grants and the Chief Executive Officer shall be notified in order to take appropriate action.

The grant application and the corresponding budget are approved by the Chief Executive Officer. Once a grant budget is approved, the Director of Grants and the designated lead staff shall note the filing deadlines for both narrative and financial reports. The designated lead staff member will assist the Director of Grants with all required narrative reports. The Director of Grants will prepare all financial reports. A copy of all reports submitted will be maintained in the central office files for future reference.

The Finance Department works in cooperation with the Director of Grants to provide all accounting documentation for grantors. Provide financial reports to the United Way, BGCA and any Grantors.

XII. RECORD RETENTION

It is the policy of the organization to maintain records in accordance with laws and regulations. The record retention policy is as follows:

CORPORATE RECORDS

Permanent

- Articles of incorporation, constitution, corporate by-laws, registrations to do business, and any amendments to the foregoing
- Minutes and resolutions of the Board of Directors or Executive Committee including associated board books
- Minutes and resolutions of committees required by the constitution and bylaws
- Annual reports
- Deeds, leases, easements, mortgages and other documents relating to real property

7 years from expiration

- Insurance policies, endorsements thereto and related correspondence from insurers or insurance brokers

5 years

- Minutes and board books for all other Board committees

LEGAL RECORDS (LITIGATION AND ADMINISTRATIVE PROCEEDINGS)

Permanent

- Consent decrees, administrative decrees, final orders, judgments and settlement issues

5 years

- Notice of demand letters
- Notices of violations / citations / complaints

3 years

- Requests for information by government agency or court of law

Until matter concluded

- Records that relate to ongoing or threatened litigation or other proceedings

TAX RECORDS

Permanent

- Tax exemption application
- Information returns (Form 990 and 5500)

7 years

- Records, returns, schedules, and statements relating to wages paid, federal and state income tax withheld, social security tax paid and withheld from employee wages and documentation of employee business expenses
- Permanent books of account or records, including inventories, sufficient to establish the amount of gross income, deductions, credits, etc., and all supporting records of details (e.g., payroll records, canceled checks, invoices, vouchers, etc.)

Until matter concluded

- Records of property for which a basis must be determined to compute gain or loss upon disposition.

ACCOUNTING AND FINANCIAL RECORDS

Permanent

- Audited financial statements

6 years

- Federal grant documentation including agreements, letters of understanding, reports, underlying grants

5 years

- Contracts

4 years

- Management Reports
 - Year-end
 - Monthly
- Treasurer's Reports
 - Year-end
 - Monthly

3 years

- Accounting Records
- Accounts Payable Invoices
- Accounts Receivable Records, Vouchers and Payroll Checks
- Bank Statements
- Timesheets, Leave Requests and Personnel Activity Files
- Bank Deposit Slips and Support
- Payroll Earnings Records
- Travel Expense Reports and Records
- Personnel Files -Including Employee Contracts, Etc.
- Procurement and Purchasing Data
- Budgets

RETIREMENT PLAN RECORDS

Permanent

- Pension plans, amendments thereto and related documents
- Audit reports

6 years

- Retiree and beneficiary records

3 Years

- Plans, amendments thereto and related document

PERSONNEL RECORDS**7 years**

- Employee Files

3 Years

- Records of retroactive payments, including amount, period covered, date of payment and receipt
- Payroll records
- Immigration and Naturalization Service Form I-9

1 Year

- Employment Verifications

MEMBERSHIP AND PARTICIPATION RECORDS**5 years**

- Individual membership information
- Daily attendance records
- Specific program/activity participation

SAFETY AND SECURITY RECORDS**3 Years**

- Safety violations & infractions
- Safety investigations
- Emergency conditions

XIII. LEGAL AND INTERNAL REVENUE SERVICE MATTERS

It is the policy of the organization that all legal and internal revenue service matters correspondence, verbal or written, shall be directed to the Executive Director immediately.