

40. TRAINING

The Willow expects staff to engage in ongoing job training and skills development. Employees are required to complete 40 hours of basic advocacy training, 40 hours of job specific training, and 16 hours of continuing education during each calendar year.

41. FINANCIAL POLICIES

The Board is ultimately responsible for management of The Willow finances. The Treasurer is authorized to act on the Board's behalf on financial matters, but only when action is required before a scheduled meeting of the Board of Directors. The Executive Director is responsible for management of day-to-day finances for The Willow. The Board authorizes the Executive Director to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts. The Executive Director is also authorized to make payments on behalf of The Willow, but Payments in excess of \$5,000 are unauthorized without the written approval of the Treasurer or Board President. The Executive Director is authorized to enter into contracts already approved by the Board. The Board of Directors must authorize any contracts outside of these parameters and all contracts with a possible total financial value greater than \$15,000. The Executive Director is authorized to manage expenses, within the parameters for that year's approved budget, and must report the reason for any variances to the Board. The Board must approve any use of any cash reserve fund. Executive Director, Board President, and Treasurer are authorized signers on The Willow bank accounts.

Responsibilities

The Executive Director shall:

1. Account for donor restricted and Board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds;
2. Report the financial results of operations on the schedule established by the Finance Committee, but at least quarterly;
3. Pay all obligations and file required reports in a timely manner, including all required federal and state financial reports (e.g., 990's, Annual Corporate filings, etc.);
4. Issue an annual report to donors highlighting the mission, purpose and accomplishments of the agency as well as a listing of current board and financial status;
5. Make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Board;
6. Record fixed assets with a purchase price of \$500 and above in accounting records as capital assets; Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment;
7. Limit vendor credit accounts to prudent and necessary levels;
8. Propose an annual budget to the board of directors for board approval by May 1; and
9. Establish procedures for managing credit cards and store accounts.

The Board of Directors shall:

1. Review and accept financial reports at each board meeting;
2. Provide adequate training to members to enable each member to fulfill their financial oversight role;
3. Approve the opening and closing of bank accounts;
4. Commission and review an annual audit;

5. Ensure the development and maintenance of a diversity of revenue streams sufficient for agency operations;
6. Ensure the development and maintenance of an operating reserve with sufficient funds to carry out services for 90 days; and
7. Review the status of the organizations policies in accordance with the established calendar.

The Treasurer shall:

1. Serve as designated signer on all corporate accounts;
2. Ensure that systems are in place to:
 - a. Receive and maintain custody of all monies;
 - b. Disburse funds, as authorized; and
 - c. Maintain accurate accounts;
3. Execute contracts as authorized by the board of directors;
4. Ensure an annual financial audit is conducted;
5. Oversee the development and observation of the organization's financial policies;
6. Keep the board regularly informed of key financial events, trends, concerns, and an assessment of fiscal health; and
7. Serve as Chair of the Finance Committee.

The Finance Committee shall:

1. Recommend financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization;
2. Review the organization's financial performance against its goals;
3. Propose major transactions and programs to the board; and
4. Keep board apprised of financial health of the agency.

Financial Transactions with Insiders

No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. In no case shall Willow borrow funds from any employee, officer, or director of the organization without specific authorization from the Board of Directors.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy, are consistent with Board-approved priorities, long-range organization goals, and specific five-year objectives, the Executive Director shall:

1. Submit operating and capital budgets to the Finance Committee for review, and ultimate approval by the Board, prior to May 1 of each fiscal year; and
2. Use responsible assumptions and projections with a general goal of generating and maintaining an unrestricted funds surplus

Gift Acceptance

The Willow will accept financial assets or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a

consistent manner and in compliance with accounting standards. The Executive Director shall sell any financial asset given to the organization immediately upon receipt by the organization.

The Willow shall accept contributions of goods or services other than cash that are related to the programs and operations of Willow. Any other contributions of non-cash items must be reviewed and approved by the Board of Directors before acceptance. The Willow will record and acknowledge donations in accordance with procedures established by the Fund Development committee and approved by the Board of Directors.

Asset Protection

In order to ensure that the assets of The Willow are adequately protected and maintained, the Executive Director shall:

1. Procure insurance adequate to meet Kansas regulations governing non-profit corporations including:
 - a. comprehensive casualty/fire/liability covering clients, volunteers, and staff;
 - b. workers' compensation; and
 - c. unemployment;
2. Take steps to bond staff and volunteers as appropriate;
3. Plan and carry out suitable protection and maintenance of property, building, and equipment;
4. Avoid actions that would expose the organization, its Board, or staff to claims of liability;
5. Protect intellectual property, information and files from unauthorized access, tampering, loss, or significant damage;
6. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments; and
7. Invest money in accordance with Board-approved investment policies.

42. FINANCIAL PROCEDURES

Segregation of Duties

A full-time staff member employed by The Willow shall pick up the mail at the Post Office and sort the mail into shelter and administrative office mail. The administrative mail shall be given to the Executive Director to open and process. The Bookkeeper shall record the bills and transactions, and under the supervision of the Executive Director, perform monthly bank reconciliation on all bank accounts. The Executive Director and the Board Treasurer (or when the Treasurer is not available, a member of the Finance Committee) are responsible for authorization of cash disbursements; the Executive Director is responsible for check signing.

Cash Flow Management

The Executive Director shall develop and maintain a Cash Flow Report for the fiscal year. The projected annual Cash Flow Report shall be prepared prior to the beginning of each fiscal year. The Report shall be structured in two week increments and shall be updated biweekly with actual cash transactions and revisions to the projections. The Report shall be reconciled with the bank balance(s) after the monthly bank reconciliations are performed. The Report shall be distributed at the monthly Board meetings.

Reconciliation of Grant Receipts

The Bookkeeper shall maintain separate classifications for each restricted grant within The Willow accounting system such that all income and expenses can be tracked to a specific restricted grant. Under the supervision of the Executive Director, the Bookkeeper shall prepare reports that compare the restricted grant budget to actual income and expenses.

Reconciliation of Bank Account(s)

Under the supervision of the Executive Director, the Bookkeeper shall perform the Reconciliation of all bank accounts with The Willow accounting system promptly after the end of each month. The Finance Committee shall be responsible for reviewing and approving the monthly reconciliation reports. The Finance Committee shall record its approval of the reconciliation reports in the minutes of its meetings and report this activity to the Board.

State Requirements for Fundraising Purposes

The Executive Director shall register The Willow with the Kansas Secretary of State by filing Form SC “Registration Statement for Solicitations” on an annual basis.

Grant Portal Access

For the Governor’s Grants Program and any other on-line grant application/reporting, the Bookkeeper and Executive Director are the authorized users for The Willow Domestic Violence Center. The username and password information are available to the Treasurer as well.

Donations

Donations are also tracked as they sometimes have limitations attached to them. All donors are given a receipt for tax purposes and a thank you for their gift. This is true whether the donation is money or an in-kind item. Any financial donations must be turned in to the Executive Director as soon as possible so that the funding can be logged and deposited into the bank. The name of the donor and their address should be submitted with the donation and the date the donation was received

43. CONSULTANT FEES, HONORARIA, GIFTS

Staff are encouraged to participate in a variety of community and professional activities. Any payment for services which are part of that Staff member’s regular duties and responsibilities will be turned over to the organization. All fees derived from The Willow reports, activities, events, speaking engagements, or any other services performed by Staff also be turned over to the organization.

Before any Staff may receive payment from a source not related to The Willow, in any field directly related to The Willow Services, that Staff member must get Board approval.

44. SUBSTANCE ABUSE

Early recognition and treatment of substance abuse issues can help Staff recover and return to work. Staff with substance issues are encouraged to contact their Supervisor to address abuse recognition and treatment. No Staff member will be penalized for any counseling or treatment to address substance abuse issues.