

Success By 6 Coalition of Douglas County

Division of Labor between Bookkeeping, Grant Administration, and Board Financial Oversight

Bookkeeping

1. Accounts Payable and Expenses
 - 1.1. Prepare documentation to accompany checks and other payments
 - 1.2. Maintain vendor files
 - 1.3. Maintain automated and recurring transactions in QBO and with vendors' online systems
 - 1.4. Receive bills from vendors
 - 1.5. Enter bills into QBO
 - 1.6. Write checks for AP and expenses
 - 1.7. Attach documentation to transaction records in QBO
 - 1.8. Tag transactions to customer and CLASS
2. Payroll
 - 2.1. Process monthly payroll using QBO
 - 2.2. Pay payroll taxes
 - 2.3. File quarterly and annual payroll reports (IRS, KS withholding, KS unemployment)
3. Accounts Receivable and Revenue
 - 3.1. Maintain customer files in QBO
 - 3.2. Record revenue
 - 3.3. Prepare accounts receivable invoices (Pledges in QBO) and documentation
 - 3.4. Record bank deposits and receipts

Grant Fiscal Administration and Fund/Fiscal Management

4. Grant Fiscal Administration
 - 4.1. Prepare and submit final monthly fiscal reports/invoice to grant funders
 - 4.2. Prepare final grant fiscal reports to grant funders
 - 4.3. Direct Bookkeeper to tag grant transactions properly
 - 4.4. Prepare grant budgets
 - 4.5. Prepare and submit budget revision requests
 - 4.6. Track grant revenue and expenses per budget overall and across implementing partners
5. Fund Management
 - 5.1. Prepare monthly statement of activities and balance sheet
 - 5.2. Prepare non-grant fund budgets
 - 5.3. Identify fund categories to best meet the governance needs of the SB6 Board
 - 5.4. Direct Bookkeeper to tag non-grant fund transactions properly
 - 5.5. Prepare non-grant fund reports to compare YTD with Budget
6. Fiscal Management
 - 6.1. Ensure that all tax filings and payments are completed on time.
 - 6.2. Review and approve bank reconciliations
 - 6.3. Prepare annual IRS Form 990
 - 6.4. Work with independent auditor on the completion of the annual independent audit.
 - 6.5. Ensure that Board priorities are reflected in fiscal management
 - 6.6. Review and present 990 to the Board

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Board Treasury

7. Convene and Chair SB6 Finance Committee
8. Present financial statements to the Board

SB6 Finance Committee

9. Membership: Board Treasurer, implementing partners, Program Directors, Executive Director, Bookkeeper
10. Prepare and monitor internal controls
11. Review financial statements
12. Prepare fiscal impacts of Board goals, objectives, priorities including fundraising.
13. Review inter-agency agreements and contracts and advise Board on approvals, changes, concerns.

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Success By 6 Coalition of Douglas County

Disbursement of Funds Policy

1. Purposes

1.1. The purposes of this policy are:

- 1.1.1. To ensure that all disbursements related to grant related activities shall be made in accordance with the purposes of grants received or administered by Success By 6.
- 1.1.2. To ensure that all other disbursements shall be made for charitable purposes as specified by section 501c3 of the IRS Code.
- 1.1.3. To ensure fiscal accountability by specifying proper authorization procedures for the disbursement of funds.

2. Authorization protocol

2.1. Disbursement made under contractual arrangements

- 2.1.1. Whenever a written, signed contract exists between Success By 6 Coalition of Douglas County and another agency or individual, disbursements that are within the scope of consideration in that contract shall be automatically authorized.
- 2.1.2. All contracts will require the ratification by the Board of Directors or Executive Committee before signatures are attached.
- 2.1.3. The Collaborative Projects Coordinator is authorized to sign checks for these disbursements.

2.2. Small Disbursements for expenses within the scope of grants and supporting charitable operations

- 2.2.1. Disbursements less than \$500 shall be considered small and shall be authorized by the Collaborative Projects Coordinator.
- 2.2.2. The Collaborative Projects Coordinator will be authorized to sign checks for these transactions.
- 2.2.3. The Treasurer and the Finance Committee shall review all small disbursements bi-monthly in order to certify to the Board that there were no inappropriate transactions.

2.3. Large disbursements not specifically identified by written contract

- 2.3.1. Disbursements greater than or equal to \$500 shall be considered large if they are not within the scope of a contractual arrangement identified in section 2.1.
- 2.3.2. The Treasurer will authorize large disbursements.
- 2.3.3. After written or email approval has been granted for the disbursement, any of the authorized signers on the Bank Corporation Resolution shall be authorized to make the disbursement.
- 2.3.4. The treasurer shall provide a separate report to the Board detailing the purpose of large disbursements and along with an explanation of how the disbursement relates to either a grant or to the charitable purposes of Success By 6 as identified in the By-laws or Articles of Incorporation.

2.4. Disbursements for Employee Compensation and Reimbursement

- 2.4.1. Employee compensation includes salary, withholding taxes, and benefits such as employer paid portion of health insurance, workers compensation, state unemployment compensation and any other disbursements pertaining to the persons employed by Success By 6 including reimbursements for

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Disbursement of Funds Policy

mileage and incidental expenses should they arise as permitted by section 2.5.

2.4.2. The Executive Committee will authorize disbursements for employees of Success By 6.

2.4.3. Upon written authorization, in the form of a motion by the Executive Committee or by letter from a Co-Chair of the Coalition, the Treasurer or Treasurer's designee will sign the disbursement checks for employee compensation.

2.5. Disbursements made through personal or corporate credit arrangements

2.5.1. The Collaborative Projects Coordinator, Family Resource Specialists, and Board Members shall have the authority to use Success By 6 corporate credit for transactions permitted under section 2.2.

2.5.2. Any Success By 6 corporate credit card or other credit arrangement shall not exceed a credit limit of \$1,500.

2.5.3. The Collaborative Projects Coordinator shall be authorized to make personal reimbursable expenses permitted under section 2.2 only when corporate credit arrangements do not facilitate such transactions and only when a delay of the transaction until normal payment can be made under procedures identified in section 2.2 hampers the efficient and effective operation of programs or projects.

2.5.4. The treasurer shall provide a separate report to the Board detailing the purpose of reimbursements along with an explanation of how the disbursement relates to either a grant or to the charitable purposes of Success By 6 as identified in the By-laws or Articles of Incorporation.

2.5.5. Volunteers acting under direction of the members of the Board of Directors or the Collaborative Projects Coordinator shall request prior permission from the Collaborative Projects Coordinator or the member of the Board supervising the volunteer before incurring a reimbursable expense.

2.5.6. Reimbursable transactions pertaining to funds administered through the Family Resource Team shall be governed by the rules specified in the Family Resource Team Policy and Procedures Manuals.