

NAAS Financial Management Policies and Procedures – Dec.2/15

Bank Account Management

- Authorized Signers (bank nomenclature) will be Treasurer, as well as two Board Members from each of Flagstaff and Sedona areas. President and Vice President should be among the authorized signers, if possible. Any one of these is authorized to sign a check for an approved expense. See Expense Management below.
- All authorized signers can access monthly bank statement on-line but Treasurer will be responsible for distributing statement to accountant. If bank allows, all but the Treasurer should have read-only access to our account. The Treasurer will have full on line account access.
- All changes to the Bank Authorized Signers must be approved by the Board and be supported by a written Board letter of authorization, copies of which will be given to all Board Members as well as the Bank, if needed.

Revenue Management

- New and renewal membership should be automated as much as possible by strongly encouraging members to use the website and associated credit card service. Mail membership should be discouraged where possible.
- Treasurer shall access credit card servicer data and record payments in the financial records. Credit card servicer automatically transfers all membership payments into our bank account.
- When the Membership Chair receives new or renewal memberships and donations via mail, she will forward, no less frequently than monthly, the payment and related member data to the Treasurer for deposit and recording.
- In order to simplify the recording of book sales, eliminate the asset category on the Balance Sheet and related Cost of Sales. All book sales will be recorded as revenue only with no offsetting expense.

Expense Management

- On an annual basis, the Operating bank account will be funded with a cash amount not to exceed the annual budget. Surplus cash (as determined by the Board) will be maintained in short term CD's (no more than three months) or a Savings Account.
- Treasurer has checkbook for the Operating bank account and is responsible for making all payments as per Board authorization. In the Treasurer's absence, one of the other Authorized Signers can sign a check.
- The President and Vice President (with input from the Treasurer) will manage the CD's or the segregated Savings Account in such a manner that the Treasurer has no access to them. Transfer of funds from the CD's will require Board authorization.
- Invoices are delivered or emailed to the Treasurer from the authorized Board Member handling the related task; this is taken as authorization for payment.

- Should Treasurer receive an invoice directly from a vendor, she needs to obtain approval from relevant Board Member unless it is for a contract or service that has previously been approved by the Board. Communication should preferably be via email, so there is a paper or electronic trail for the records.
- Approval of the annual budget authorizes the relevant Board Member to spend the budgeted sum. For example, a Chair can spend that committee's budget without requiring prior Board approval. The President and Vice President can each authorize payment of any budgeted expenditures. The Board may, at its sole discretion, set approval limits for any large expenditures.
- Board Member handling an unbudgeted expense has the responsibility for obtaining Board approval prior to submission to Treasurer for payment.
- All payments are recorded in the check register and Treasurer maintains a paper copy in a file. She also maintains an electronic copy of all invoices.

Quarterly Financial Report Process

- NAAS maintains a July 1 to June 30 fiscal year. Financial reports are prepared quarterly (July – September, etc.)
- On a quarterly basis, Treasurer prepares a covering email to outside Accountant noting any revenue received and appropriate GL account, each expense paid during the quarter noting: check number, amount, Payee, GL account to be recorded in, then attaches the bank statements to the email.
- Outside Accountant prepares quarterly financial reports and emails back to Treasurer.
- Treasurer reviews reports for accuracy and place in personal filing system.
- Treasurer distributes reports to Board together with covering email providing explanations as needed. This is the core of the periodic Treasurer's Report.

Arizona Corporation Commission Annual Filing

- Annual filing date is Sept.28
- Treasurer makes annual filing.

Federal Income Tax Filing

- Treasurer handles the annual tax filing.

Annual Budget

- Treasurer prepares draft for Board comment.
- Board approves budget, typically at September meeting.

Audit Committee

- On an annual basis, after the close of the fiscal year, the audit committee will meet with the Treasure to review the year's transactions and consider recommendations for improvements to the Chapters financial programs and policies.