

FINANCIAL POLICIES OF THE  
\_\_\_\_ CHAPTER  
OF  
THE ASSOCIATION OF CORPORATE COUNSEL OF AMERICA, INC.  
(the "Chapter")

Effective \_\_\_\_\_, 20\_\_

1. General

1.1 The Board of Directors is responsible for authorizing all bank accounts and check signors

1.2 Financial institutions where the Chapter's accounts are maintained shall be notified immediately of any changes in check signors, following the transition of Officers or changes in the Chapter Administrator.

1.3 The fiscal year of the Chapter is October 1 to September 30.

1.4 The records of the Chapter will be maintained on a cash basis.

1.5 Monthly/quarterly financial reports and bank statements will be retained for \_\_\_\_ years from the date of the record or the event.

2. Receipt of Funds

2.1 Checks

2.1.1 All checks received shall be forwarded to the Chapter Administrator and marked by the Chapter Administrator for deposit only.

2.1.2 All checks shall be deposited in the Chapter's bank account and entered into the financial records within ten (10) business days of receipt.

2.1.3 Payers should be requested to make checks out to the full entity name of the Chapter.

2.2 Cash

2.2.1 Cash payments are strongly discouraged.

2.2.2 If the Chapter receives a cash payment, the Chapter Administrator shall issue a cash receipt from a sequentially numbered cash receipt book.

2.2.3 Cash should be entered into the financial records as received and deposited in the Chapter's bank account.

2.2.4 The Treasurer shall check the cash receipt book against the cash deposits on a quarterly basis.

2.3 Credit Cards

2.3.1 All credit card payments should be processed through the Acteva or similar such system.

2.4 Collections

2.4.1 To avoid bad debt, to the extent possible, all sponsorships must be fully pre-paid prior to an event.

2.4.2 All outstanding collections not received by their due date shall be considered delinquent.

2.4.3 Delinquent account notices shall be sent thirty (30) days after the due date and every thirty (30) days thereafter until paid.

2.4.4 Accounts overdue by sixty (60) days or more shall be referred to the Treasurer for further collection efforts.

### 3. Disbursements

#### 3.1 Checks

3.1.1 Signature stamps may not be used to sign checks.

3.1.2 Supporting documentation must accompany checks when presented for signature, and checks shall be payable from an original invoice or expense form only.

3.1.3 The signor of a check shall ensure that the Treasurer or Vice President, if the Treasurer is unavailable or is the signor of such check, and the Management Committee member procuring the goods or services for which the check is being written has approved the disbursement.

3.1.4 The Treasurer, Vice President and Chapter Administrator shall be authorized to prepare and sign checks in accordance with these Financial Policies.

3.1.5 Two authorized signatories must sign any check for \$5,000 or more.

3.1.6 All invoices for which checks have been issued shall be marked "paid" to avoid duplicate payments.

3.1.7 The Chapter Administrator's expenses and fees with documentation will be sent to the Treasurer and President for review and approval before being processed.

3.1.8 Vendor invoices will be paid consistent with their terms and every attempt will be made to avoid late fees.

3.1.9 Adequate controls will be maintained over blank check stock, and only persons authorized to prepare checks may have access to blank checks.

#### 3.2 Cash

3.2.1 Cash disbursements are strongly discouraged and should only be made by the Chapter Administrator with the prior approval of the President and Treasurer.

#### 3.3 Expense Reimbursement

3.3.1 Reasonable out-of-pocket expenses of Board members (and non-Board members who incur expenses on behalf of the Chapter) shall be reimbursed for reasonable Chapter expenses following the proper submissions of an expense report on the form approved by the Treasurer.

3.3.2 Expense reports must be reviewed and approved by the Treasurer prior to payment.

#### 3.4 Contracts

3.4.1 Disbursements made pursuant to contracts entered into on behalf of the Chapter shall only be made following execution of the contract by both parties and deposit of such contract with the Chapter Administrator.

3.4.2 The Board member requesting payment is responsible for ensuring compliance with Section 3.4.1.

#### 3.5 Donations

3.5.1 The Chapter may donate to charitable organizations so long as the Board has

approved the donation.

#### 4. Reconciliations and Financial Statements

4.1 Checking account. The Chapter Administrator, on a monthly basis, shall make a reconciliation of the check register and checking account statement. The Treasurer shall review the reconciliations on a monthly basis.

4.2 Investments. The Treasurer shall make a review of the Investment accounts to the Board of Directors at regular Board meetings.

#### 4.3 Financial Statements.

4.3.1 The Chapter Administrator shall prepare monthly financial statements to be reviewed by the Treasurer, which shall consist of a Balance Sheet, Profit and Loss Statement and Budget Statement.

4.3.2 The Treasurer will present the financial statements to the Board of Directors at regular Board Meetings and to the Management Committee at meetings of the Management Committee.

4.3.3 An Annual Chapter Financial Report meeting ACC National's requirements shall be prepared by the Chapter Administrator, reviewed by the Treasurer and approved by the Board of Directors on an annual basis.

#### 5. Investments

5.1 The Treasurer, in a manner consistent with the Chapter's Investment Policy, shall direct investments made on behalf of the Chapter.

#### 6. Budget

6.1 An annual operating budget of the Chapter shall be prepared under the direction of the Treasurer and approved by the Board annually at or around the beginning of each fiscal year (October 1).

6.2 To facilitate the preparation of the budget, each member of the Management Committee shall submit a budget proposal approximately three (3) months prior to the beginning of the fiscal year.

6.3 Each budget proposal shall include projected expenditures for all areas under such person's control, and shall be accompanied by notes detailing the projected income/expense by line item.

6.4 The Treasurer will review each request for reasonableness and ensure that it is consistent with the Chapter's mission and strategic goals.

6.5 The Treasurer will submit the budget to the Board for approval.

#### 7. 1099 Forms

7.1 By January 31<sup>st</sup> of each year, the Chapter must issue a 1099-MISC to all independent contractors.

7.2 If the Chapter Administrator prepares the 1099, the Treasurer or the President should review it.