

## Necanicum Watershed Council Financial Policies and Procedures

It is the Necanicum Watershed Council's policy and practice to actively involve the Board of Directors in all matters material to the financial position of the organization, ensuring that the highest standards of accountability are maintained and that internal controls over financial records reflect generally accepted accounting procedures (GAAP).

### Process and Authorities

The Council is insured for potential criminal misconduct by the Fiscal Agent.

Mail is picked up at the Seaside Post Office by the Council Coordinator, Fiscal Agent, Chair, or Treasurer. All invoices and deposits are given or emailed to the Fiscal Agent for processing and payment.

Deposits are made into the Columbia Bank checking account at the Seaside branch. Deposited checks need only the name of the Watershed Council and do not have to be signed. The Council now uses direct deposit for state and federal grants. Amounts deposited are recorded in QuickBooks. The Treasurer and Fiscal Agent shall have access to the online banking system.

Invoices are presented to the Board at least once a month for approval. Checks are written and signed by a Board Member. Checks written for more than \$2,500 require signatures from 2 Board Members. Check amounts are recorded in Quickbooks. The Fiscal Agent, Treasurer or Council Coordinator sends the payments to the vendor or contractor.

The NWC has a debit card for a petty cash account, connected to the business account, to be used for online payments, post office transactions, and meeting expenses, among other pre-approved items. On the occasions that the debit card is not adequate, or available, expenses may be charged to the credit/debit cards of the Council Coordinator, Fiscal Agent or other Board members, and then presented to the Board for reimbursement. Credit accounts, billed and paid monthly, are used at local suppliers such as Clatsop Power Equipment, Inc. and Lazerquick.

The Fiscal Agent and Treasurer reconcile the checking account (check book, Quickbooks, bank statement.) The Board of Directors receives a monthly accounting of NWC's financial status. Monthly statements are reviewed and approved by the Board.

### General Authority given to Fiscal Agent (NWC checks or reimbursement of cash)

- 1) Pays standardized invoices such as salary, health stipend, utilities, etc.
- 2) Purchases grant supplies and office supplies such as stamps, paper, print cartridges, and items under \$200.
- 3) Pays Contractors and Suppliers for expenses approved at monthly Board meetings or, if necessary, by email.

### Tax Forms

The Treasurer or Fiscal Agent will gather the tax records necessary for the organization's 990 and CT12 filings, take them to a tax consultant for preparation, then review, sign copy and send the 990 and CT12 reports. Copies of tax filings will be kept in the NWC office.

The Fiscal Agent or Treasurer will immediately notify the Board of any tax problems or penalties.

#### Legal Liabilities

Legal questions will be referred to a lawyer.

Fiscal sponsorship of another non-profit organization and resulting Memorandum of Agreement must be approved by the Board.

#### Contract Procurement and Administration

RFQs or RFPs will be issued for jobs over \$15,000. For jobs between \$5,000 and \$15,000, bids will be solicited from at least three contractors. For jobs less than \$5,000 the Coordinator will seek more than one bid if possible and consult with the Board before awarding work. Jobs will be bid according to lump sum and allotted time period for completion.

The Board reviews new contracts for specifications, NWC and Contractor responsibilities, deliverables and completion dates.

Contract administration may be designated to the Council Coordinator. Questions or problems with contract administration are referred to a Board member. Any and all notes pertaining to contract administration are kept in the appropriate contract files.

#### Allocation of Funds

Monies donated or collected for a project will be used for said project costs, or returned to the funding entity. The exception to this allocation is consent of the donor to use monies in another way, confirmed in writing.

If the NWC acts as a “pass-through” for monies, documentation must include information to determine possible legal issues and ramifications for NWC, and any administrative fees must be invoiced. If NWC is subject to third party oversight, a complete project file will be maintained and criteria will be met.

All Fiscal Administration costs will be assigned to specific projects. Projects will be billed for hours spent. Checks will be written only for submitted invoices. A final accounting of each project will be completed. All projects will be zeroed out at close. A Quickbooks report will show final income and expenses for each project. NWC bookkeeping will match funder submittals.

#### Charitable Contributions (IRS Publication 526)

NWC will provide written disclosure to a donor who receives goods or services in exchange for a single payment in excess of \$75. Written acknowledgement (describing any services provided by the donor or any goods or services provided in exchange for the contribution) will be sent to donors no later than January 31 of the year following the donation. NWC will keep records of cash donations and in-kind contributions.