

**SOUTHWEST MISSOURI COMMUNITY
ALLIANCE**

**FISCAL POLICIES and PROCEDURES
MANUAL**

SWMCA

FISCAL PROCEDURE MANUAL

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SWMCA Fiscal Procedures
Policy 1

GENERAL INTERNAL CONTROL

1. The Board of Directors formulates Alliance policies.
2. The Alliance Executive Director is hired by the Board of Directors and has responsibility for all operations and activities, including financial management.
3. The Director of Finance is hired by the Board of Directors and operates directly under the supervision of the Alliance Executive Director and is responsible for all financial operations, financial reporting and supervision of financial staff.
4. All bank accounts and financial records, including this Financial Procedures Manual, are written in accordance with the Not-For-Profit Funding Policies mandated by the Federal and State Governments of the United States of America.
5. All books are maintained according to funding source regulations.
6. All books and records are maintained in a consistent manner supported by proper documentation to insure a good audit trail.

Policy Number: FP01; General Internal Control
Division: Fiscal
Date Approved: April 24, 2000
Date Reviewed: April 22, 2013

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 2

ACCOUNTING SYSTEM

1. **The Fund Concept:** The SWMCA Accounting System is organized and operated on a fund basis. A *fund* is defined as, “a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations”.
2. Each grant / contract administered by the Alliance falls under this definition of a fund and is accounted for with a separate, self-balancing set of accounts.
3. The Alliance utilizes automated and computer based software for its accounting system. The software for this system uses an FAM (Fund Accounting Method) to keep each grant and / or funding source separate. This method also facilitates budgeting and financial reporting for each funding source.
4. **Chart of Accounts:** SWMCA utilizes its own customized Chart of Accounts. Only the accounts that are applicable to a specific program are to be included in its ledger based on generally accepted accounting principles (GAAP) for non-profit financial reporting.
5. The account number was designed to meet the needs of every program with the flexibility to add new account titles when needed.
6. Each expenditure can be identified individually within a sub-category.
7. Each sub-category has the capacity to account for separate objects within a sub-category and can be added to, if needed.
8. Budgets prepared by the Alliance Executive Director must agree with the Chart of Accounts classifications. Should additional accounts be required, the Alliance Executive Director must consult the Director of Finance so that the Chart of Accounts can be updated to meet the needs of each program. A copy of our Chart of Accounts can be obtained upon request in the Fiscal Department.

Policy Number: FP02; Accounting System
Division: Fiscal
Date Approved: April 22, 2013

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 3

BOOKS OF ORIGINAL ENTRY

1. The Alliance will utilize a double entry system for accounting for all funds.
2. The Fiscal Department will ensure all approved journal vouchers and accounts payable vouchers are properly coded for entry into the Accounting System.
3. Expense accounts in the general ledger will correspond to the budget.
4. The Director of Finance will review the books and trial balances with the Alliance Executive Director at the end of each month.

Policy Number: FP03; Books of Original Entry
Division: Fiscal
Date Approved: April 24, 2000
Date Reviewed: April 22, 2013

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 4

AUDITING POLICY

1. Southwest Missouri Community Alliance has an agency wide audit by independent Certified Public Accountants to meet the requirements of OMB Circulars A-110, A-122, and A-133. The audit is in accordance with financial compliance elements of the General Accounting Office's Standards for Audits of Governmental Organizations, Program Activities and Functions. Reports of all audits will be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the FY's end.
2. In addition to the agency audit, separate audits are performed on those programs where it is a funding source requirement. For these additional audits, in addition to the standards used for the agency audit, Southwest Missouri Community Alliance is in compliance with the guidelines from the individual funding source.
3. All programs operated by SWMCA are charged their fair share of audit costs if allowed by funding source. Those programs which require a separate audit report may be allocated a larger proportional share of the audit fee.

Policy Number: FP04; Auditing Policy
Division: Fiscal
Date Approved: September 26, 2011
Date Reviewed: November 25, 2013

Signed: _____
SWMCA Board President: Jeffiner Thompson

SWMCA Fiscal Procedures
Policy 5

CONSULTANTS AND CONTRACTORS

1. Consideration will be made of the Alliance in-house capabilities to accomplish needed services before obtaining external assistance.
2. Written contracts clearly defining the Scope of Work to be performed will be maintained for all consultant and contract services.
3. The qualifications of the consultant and the “reasonableness of fees” will be considerations for hiring consultants. Determination of the “reasonableness of fees” will be based on local market fee analysis.
4. The Alliance Executive Director or designee will recommend to the Board of Directors all proposed contracts.
5. Prior to selecting a new consultant or contractor, the GSA Excluded Parties List System and the HHS OIG List of Excluded Individual Entities will be reviewed to ensure the individual or entity is not prohibited from receiving Federal funds.

Policy Number: FP05; Consultants and Contractors
Division: Fiscal
Date Approved: November 22, 2010
Reviewed: November 25, 2013

Signed: _____
SWMCA Board President: Jeffiner Thompson

SWMCA Fiscal Procedures
Policy 6

GRANTS AND CONTRACTS

1. Upon receipt, copies of all grants and contracts will be forwarded to the Director of Finance.
2. A copy of all grants and contracts will be maintained in the office of the Executive Director and filed by fund sources.

Policy Number: FP06; Grants & Contracts
Division: Fiscal
Date Approved: November 28, 2011
Date Reviewed: November 25, 2013

Signed: _____
SWMCA Board President: Jeffiner Thompson

SWMCA Fiscal Procedures
Policy 7

BUDGETS

1. Financial budgets will be prepared by the Alliance Executive Director with the assistance of the Director of Finance and submitted for final approval to the Internal Affairs Committee of the Board of Directors.
2. The Director of Finance will ensure that budgets are on file for all grants and contracts.
3. Contract or grant acceptance by the Internal affairs Committee or Board of Directors shall indicate approval to amend the budget.
4. Budgets will be reviewed monthly by the Alliance Executive Director, Director of Finance, Board of Directors, and appropriate Program Coordinators.
5. Formal budget amendments will be presented by the Executive Director or designee to the Internal Affairs Committee for endorsement and recommendation for approval to the full Board of Directors.
6. Budget amendments will be recorded by the Director of Finance as soon as they are approved by the Board of Directors.

Policy Number: FP07; Budgets
Division: Fiscal
Date Approved: November 28, 2011
Date Reviewed: November 25, 2013

Signed: _____
SWMCA Board President: Jeffiner Thompson

SWMCA Fiscal Procedures
Policy 8

THIRD PARTY LOANS

1. Loans from outside sources, such as other agencies, banks, etc., will be approved by the Board of Directors. A resolution will be signed by the President of the Board.
2. A *Promissory Note* will be signed by the Board President and Alliance Executive Director on behalf of the Board of Directors before any funds are borrowed.
3. Any and all financial transactions, including the processing of a loan, must be reported to the Director of Finance for proper accounting accompanied by all pertinent paperwork.

Policy Number: FP08; Third Party Loans
Division: Fiscal
Date Approved: February 27, 2012
Date Reviewed: November 25, 2013

Signed: _____
SWMCA Board President: Jeffiner Thompson

SWMCA Fiscal Procedures
Policy 9

LEASES

- 1) All leases for property, office buildings, vehicles, equipment, etc. will be approved by the Board of Directors and signed by the Executive Director or Designee.
- 2) Leases will correspond to program years whenever possible. If a lease extends beyond the program year-end, a clause should be included regarding payment contingent upon availability of grants or funds.
- 3) Copies of all leases will be forwarded to the Director of Finance and kept on file as part of the financial records of SWMCA.

Policy Number: FP9; Leases
Division: Fiscal
Date Approved: February 27, 2012

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 10

CASH AND CHECK RECEIPTS

1. The Administrative Assistant opens all incoming business-related mail. The Administrative Assistant records all checks and logs the deposits before giving the checks to the Fiscal Department.
2. The Fiscal Department shall prepare the original check for entering into the proper program ledger and for deposit into the banking account.
3. A deposit slip is prepared and one copy is made. The original deposit slip accompanies the actual deposit taken to the bank. The duplicate remains attached to deposit receipts and stubs and includes the source, account number and the amount of each check. The copy of the deposit slip is used for coding purposes and with the supporting documentation for the deposit is recorded in the Cash Receipts Ledger. This is later matched to End-of-Month reports.
4. All efforts should be made to deposit funds on the same day that they are received and shall never be made later than five (5) working days after receipt of funds.
5. All receipts will be deposited intact. Any cash received off site will be counted and the total will be verified by two staff and/or adult volunteers' signatures before it is transported to The Alliance office. The total amount of cash collected should be relayed to the Administrative Assistant, who will log the amount, before it is given to the Fiscal Department.
6. All cash receipts are given to the Fiscal Department who verifies the amount and records on a deposit slip for deposit. The cash is deposited into the banking account and credited to the appropriate funding source.
7. Funds advanced / reimbursed to the Alliance are deposited in a bank with FDIC coverage. Direct deposit of funds is the preferred method of receipt of funds and will be utilized whenever feasible.
8. Cash balances exceeding FDIC coverage are collaterally secured.

Policy Number: FP10; Cash and Check Receipts
Division: Fiscal
Date Approved: March 26, 2012

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 11

DIRECT DEPOSIT CASH MANAGEMENT

For all advance drawdown and reimbursable grant sources, including HHS, drawdowns and invoices will:

1. Be processed according to individual grant requirements.
2. Reimbursable grants will be invoiced based on the previous month's actual expenditures or client participation.
3. Reimbursable grants will not be invoiced to cover future expenditures unless approved by the grantee.

Policy Number: FP11; Direct Deposit Cash Management
Division: Fiscal
Date Approved: October, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 12

PETTY CASH

1. A petty cash fund will be maintained and located in a secure area at the Alliance administrative offices in Joplin, Missouri under the supervision of the Executive Assistant or other employee outside of the Fiscal Department to serve as petty cash Custodian as designated by the Executive Director.
2. The beginning petty cash balance shall be \$200. Disbursements may be made from this petty cash fund for allowable program expenditures with a signed petty cash receipt.
3. The petty cash fund may be depleted to equal its beginning balance amount.
4. In addition to being depleted to its beginning balance, the petty cash fund may be increased by way of the sale of small office items (i.e., postage stamps purchased for personal use, soda or coffee, personal copies, personal long distance phone calls, etc.). Increases to petty cash will be made with a journal entry, including an "*income receipt*". This amount will be shown on the Petty Cash Report as "Income" and will increase the fund by that transaction amount.
5. The purchaser shall present a receipt to the Administrative Assistant or other petty cash Custodian designated by the Executive Director for payment. The receipt will include the proper Chart of Accounts expense account number, Fund/Program name, and Class Code.
6. The Administrative Assistant or other petty cash Custodian designated by the Executive Director will complete the Petty Cash receipt to record the purchase. The Petty Cash receipt will document the following:
 - Date of Purchase
 - Description of item(s) purchased
 - The proper Chart of Accounts expense account number, Fund/Program name, and Class Code
 - Signature of the person receiving the petty cash reimbursement
7. A record of all purchases will be maintained using a Petty Cash Report. At all times the petty cash fund will contain cash and/or receipts totaling the beginning balance of the fund plus any income for that period.
8. A Requisition for reimbursement along with the Petty Cash Report will be presented in total for approval by the Executive Director when the fund needs repletion.
9. The signed, approved Requisition along with the purchase receipts and petty cash receipts will be kept and submitted with the *Petty Cash Report* to the Director of Finance when reimbursement is needed.

10. The Director of Finance will audit all petty cash funds at least once during the program quarter or when any Custodian leaves the employment of the Alliance. Any irregularities in the petty cash fund will be reported immediately to the Alliance Executive Director.

11. Loans will not be made from the petty cash fund.

12. No checks will be cashed from the Petty Cash fund.

Policy Number: FP12; Petty Cash

Division: Fiscal

Date Approved: March 28, 2005

Signed: _____

SWMCA Board President: Coleen Cameron

Amended: March 26, 2012

Signed: _____

SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 13

BANK RECONCILIATIONS

1. Bank Reconciliations are prepared monthly as statements are obtained directly from the bank.
2. The Administrative Assistant shall open the bank statements and give them to the Fiscal Department.
3. Bank Reconciliation is completed by the Director of Finance or other employee designated by the Executive Director within 10 days of receipt following the procedures below:
 - a. Account for check numbers used
 - b. Compare all checks, including voided checks, with a check register to verify date, number, amount and payee
 - c. Investigate checks outstanding for over 60 days
 - d. Trace and review bank transfers
 - e. Itemize outstanding checks
4. The completed Bank Reconciliation will be submitted along with the Bank Statement to the Internal Affairs Committee for approval.
5. The approved Bank Reconciliation will be submitted to the full Board of Directors for presentation and approval at the monthly meeting.
6. The completed bank reconciliations and bank statements will reside in the Fiscal Department for review in the annual audit process.

Policy Number: FP13; Bank Reconciliation's
Division: Fiscal
Date Approved: July 26, 2004

Signed: _____
SWMCA Board President: Coleen Cameron

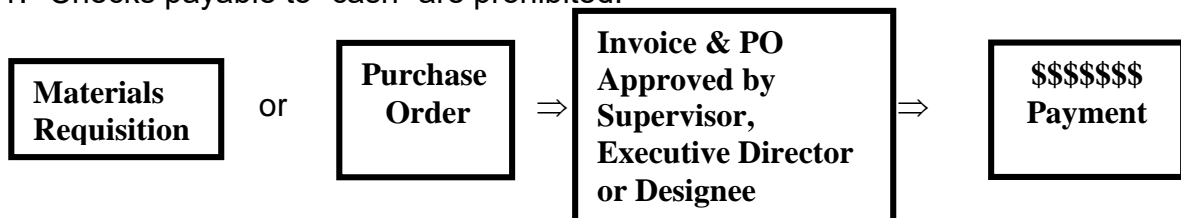
Amended: March 28, 2006
Signed: _____
Board President: Coleen Cameron

Amended: March 26, 2012
Signed: _____
Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 14

ACCOUNTS PAYABLE AND CASH DISBURSEMENTS

1. All original invoices and attached Materials Requisitions or Purchase Orders will be forwarded to the Fiscal Department who, in turn, reviews for proper signature approval prior to initiating payment. When an order has been received and the Fiscal Department has determined proper approval of the purchase documentation, a check will be processed.
2. Invoices are attached to the copy of the Purchase Order (or the original Materials Requisition if the order totals less than \$200) and coded with proper account numbers.
3. Invoices will be paid the next week after receipt.
4. Checks are prepared by Friday of each week in the Fiscal Department as needed. Copies of the check are attached to the invoice and accompanying purchase documentation.
5. All checks will require two signatures from the designated list of approved signers.
6. Following payment, paid invoices are filed alphabetically in the Fiscal Department.
7. Balances in accounts payable are verified prior to processing checks each week.
8. All checks are pre-numbered, with voided checks defaced and retained.
9. All checks are to be pre-printed *“void if not cashed within 60 days”*.
10. Blank checks and undelivered checks are kept secured in the Fiscal Department.
11. Checks payable to “cash” are prohibited.



Policy Number: FP14; Accounts Payable and Cash Disbursements
Division: Fiscal
Date Approved: September 26, 2011

Signed: _____
SWMCA Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 15

PURCHASE ORDER POLICY

REQUISITIONS

1. The basis for making a purchase is a *Material Requisition* or the combined Purchase Authorization and Purchase Order forms. These requisitions shall be prepared and signed by the Coordinator and their Program Supervisor. The Executive Director or Designee signs their approval and the forms are forwarded to the Fiscal Department.
2. If the purchase does not exceed \$1,000, a Material Requisition is the only document required for the purchase. If the purchase is over \$1,000, the Purchase Order authorization Form is used as approval to generate the Purchase Order.
3. The Purchase Order authorization form is the pre-requisite to a Purchase Order for transactions over \$1,000. In other words, *the Purchase Order authorization form is a request for approval to generate a Purchase Order* (the Purchase Order being a request for a purchase.) No purchase can be made without a properly executed Material Requisition or the combined Purchase Order authorization and Purchase Order, no matter the total dollar amount. Further, no Purchase Order can be processed without first completing and obtaining approval of a Purchase Order authorization Form. All Purchase Orders must have an accompanying Purchase Order authorization form in compliance with Federal laws mandating not-for-profit organizations and their accounting methods for purchasing and inventory.
4. Each purchase documentation must list the name of the vendor, the contact (if available), the vendor's address, description of purchase requested, quantity of purchase, price for each item, extended amount for items and total amount of purchase. The form must also include the account number, Class Code, and program to be charged. **Incomplete or incorrect forms will be returned unpaid.**
5. A request for employee reimbursement will be paid as all other expenses, by the Friday following the week the requisition is received in the Fiscal Department. A Material Requisition must be completed, with all pertinent receipts attached, and forwarded to the Program Supervisor, Executive Director, or Designee. The Executive Director, or Designee signs and forwards the documentation to the Fiscal Department who checks for accuracy and inventory (if applicable), and then processes the payment.
6. These forms allow for proper tracking and processing by the Fiscal Department. **NO PAYMENTS WILL BE PROCESSED WITHOUT A PROPERLY EXECUTED MATERIAL REQUISITION OR COMBINED PURCHASE AUTHORIZATION AND PURCHASE ORDER**, depending on the amount of the acquisition. All Material Requisitions and combined Purchase Authorization and Purchase Orders must be signed and completed with the proper documentation attached (i.e., invoices, receipts, packing slips, etc.).

Purchase Order Policy / Requisitions continued...

7. Each Coordinator/Program supervisor will have their own book of Material Requisitions and Purchase Orders to be used for their programs. The Purchase Authorization Form template is stored on the computer server.
8. For purchases less than \$1,000, a signed Material Requisition is all that is needed (unless the purchase is for equipment.) Site Coordinators/Program Supervisors may purchase items totaling less than \$1,000 without requiring prior approval from the Executive Director or Designee. All purchases over \$1,000 must be approved by the Executive Director or Designee prior to the purchase by completing and submitting the Purchase Authorization Form.
9. All purchases of equipment must be approved by the Executive Director or Designee.
10. All purchases, no matter the dollar amount, must be in compliance with the narrative and definition of expenses in that particular program's approved budget.
11. Material Requisitions and Purchase Orders are currently a two-part document.
 - a) Part One: The original page of the approved Material Requisition or Purchase Order is attached to all pertinent information regarding the order (i.e., packing slips, invoices, receipts, etc.) These properly executed forms and attached documentation are promptly sent to the Fiscal Department for review and payment processing. The purchase documents are attached to the payment copy of the check and placed in the appropriate Vendor file.
Part Two: The Site Coordinator/Program Supervisor retain the duplicate copy of the Material Requisition of Purchase Order to match against the expenses charged against their respective budgets.

Incomplete orders: All purchasing procedures remain the same in regard to Material Requisitions and Purchase Orders. However, in the event of an incomplete order (i.e., backordered items), the purchaser *clearly distinguishes which items were and were not received*. These indications should be made directly to the Material Requisition or Purchase Order. A copy with these notations is submitted to the Fiscal Department where it is kept until the order is received in its entirety.

Policy Number: FP16; Purchase Order Policy / Requisitions
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 16

PURCHASE ORDERS

1. If the purchase totals more than \$1000, a Purchase Order authorization is completed by the person initiating the purchase. This form is forwarded to the Executive Director or designee for approval. The approved Purchase Order authorization is returned to the person initiating the purchase.
2. Each person authorized to initiate purchases will have a book of Purchase Orders. Purchase orders are generated from approved Purchase Order authorizations. Site Coordinators and Supervisors have the sole responsibility of completing a requisition for *all* purchases or acquisitions pertaining to their program department.
3. When a purchaser determines the purchase will be in excess of \$1000, the Purchase Order requisition is completed forwarded to the Executive Director or designee for approval. The approved document is returned to the purchaser to complete the purchase.
4. When the purchase is complete, the signed Purchase Order requisition and Purchase Order will be attached to the invoice and forwarded to the Fiscal Department for processing and payment.
5. Any item costing over \$1,000 will be added to the Alliance's *Inventory Log* and tagged with an Inventory Tag by the Administrative Assistant.

Important Note: No item will be purchased without a Material Requisition. Further, no item exceeding \$1000 will be purchased without a Purchase Order authorization form. Documents must be signed with all pertinent paperwork attached and must contain the dollar amount of the purchase by item and by extension and must also contain the proper chargeable account number. Incomplete Requisitions and/or Purchase Orders will be returned unpaid.

Policy Number: FP16; Purchase Order Policy / Purchase Order
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 17

ALLOWABILITY OF COSTS

Costs for all expenditures must be reasonable, allocable and adequately documented before approval is given:

1. A cost is reasonable if it does not exceed what a prudent person would incur under similar circumstance.
2. A cost is allocable to the extent the goods or services benefit the program
3. A cost is adequately documented if it is supported by accounting records and source documentation such as purchase orders, vouchers, invoices, payroll allocation reports, payroll summaries, timesheets, etc.

Policy Number: FP17; Allowability of Costs
Division: Fiscal
Date Approved: October, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 18

CREDIT CARD USAGE

1. The Executive Director or designee in consultation with the employee's direct supervisor will authorize the issuance of company credit cards.
2. All credit card purchases must follow the purchase process outlined in Policy 15 and Policy 16 of the SWMCA Fiscal Procedures.
3. Any use of company credit cards for personal expenditures is prohibited. Compliance with this policy is addressed in Policy No: 3.64 of the SWMCA Policies and Procedures manual and may result in disciplinary action.
4. All purchases must be submitted to the Fiscal Department with the appropriate attached purchase documentation and receipt for processing in the accounting system and reconciliation with the credit card statements.

Policy Number: FP18; Credit Card Usage
Division: Fiscal
Date Approved: November 22, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 19

PROGRAM INCOME

The use of any income generated from program activities are limited to the following:

1. Furthering the eligible project or program objectives
2. Financing the non-Federal or other funding source share of project or programs
3. Deducting it from the total Federal share of project or program allowable costs.

Policy Number: FP19; Program Income
Division: Fiscal
Date Approved: October, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 20

PURCHASE OF EQUIPMENT / SUPPLIES / SERVICES

All procurement transactions must comply with guidelines established in *OMB Circular A-110, part C40 through C48*, except where our procedures or those of the funding source are more restrictive.

1. The following will be used as a guide in determining when competitive quotations should be obtained. If similar items are purchased over a period of three months, these procedures must be followed:
 - a. **Orders under \$200** – must have a Materials Requisition but do not require a Purchase Order. Coordinators / supervisors may place these orders upon completion of a requisition, at their discretion.
 - b. **Orders between \$200 and \$2,500** – A Purchase Order requisition form for purchases over \$1,000 is forwarded for approval to the Executive Director or designee. The approved form is returned to the person making the purchase to generate the Purchase Order. Sources of supply on the Purchase Order will serve as official documentation.
 - c. **Orders over \$2,500** - In addition to the procedures listed above, the purchaser will seek a minimum of three bids, whether in writing, electronic, or faxed. A written record made of the company, the person giving the quote, and the telephone number and the prices quoted, before the request is made. This notation should be attached to the request for requisition and will be approved by the Alliance Executive Director or the President of the Board of Directors or their designee prior to a purchase. All bids over \$2,500 will be presented to the Alliance Board of Directors for discussion and approval before final selection.
 - d. The Alliance may renew the bid for a period of time specified in the original bid package but not for more than three years.
 - e. After a purchase has been approved, the purchaser will complete the purchase(s) selected.

2. The following exceptions to these procedures may be allowed but must be reviewed by the Board of Directors prior to implementation:
 - a. The item is only available from one source.

Emergency Procedures (i.e., acts of nature, fire, theft, etc.):

- b. The need is urgent enough not to permit the delay necessary for the required competitive purchasing procedures.
- c. The items or services are of such a nature that long range purchasing plans cannot be made.

3. Selection is based on the lowest priced and best proposal for the designated geographical area based on the following criteria:

Cost50%
Experience, Reliability, Expertise 50%

4. Positive efforts shall be made by the Alliance to utilize small business and minority-owned business as sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts utilizing Federal, State, other government funds, private or publicly donated funds.

General Ledger

1. All equipment will be recorded in the *General Ledger* by the Fiscal Department. An entry must be made whenever property is acquired or disposed of. This control record will be reconciled to the inventory list annually at the end of the fiscal year in June.

Policy Number: FP20; Purchase of Equipment/Supplies/Service
Division: Fiscal
Date Approved: April 28, 2003

Signed: _____
SWMCA Board President: Jhan Hurn

Amended: March 28,2006
Signed: _____
Board President: Coleen Cameron

Amended: January 28, 2013
Signed: _____
Board President: Greg Dagnan

SWMCA Fiscal Procedures
Policy 21

PROPERTY CONTROL / PHYSICAL INVENTORY

1. Capitalized equipment shall be defined as all items (purchased, government excess or donated) with a single unit cost of \$1,000 or more and a useful life of more than two years and will be added to the Alliance's *Depreciation Schedule*.
2. Capitalization of equipment begins the day the equipment is received and on the premises of SWMCA.
3. The Administrative Assistant will enter into a computer database all information concerning all items of equipment, computer programs, and furnishings and will be chronicled as the Inventory Database. The database will include the funding source from which items were purchased.
4. Any new non-disposable item costing over \$1,000 must be inventoried. The Administrative Assistant will be notified of any changes to inventory by the person making the acquisition of property. The purchaser must notify the Administrative Assistant of any item needing to be included into the *Inventory Database*.
5. Inventory adjustments will be instigated from a requisition or purchase order. When the Administrative Assistant receives notification, any items applicable will be inventoried.
6. All items inventoried will be tagged with an inventory tag, numbered to comply with the Inventory Database. Inventory tags will be distributed by the Administrative Assistant.
7. Each Site Coordinator or program director must notify the Administrative Assistant immediately when any inventory item needs replaced or repaired.
8. Each Site Coordinator or program director will complete a physical inventory of all inventory, including equipment and furnishings, listing the condition and location of each item, insuring that all items are properly explained and correlated to the Inventory Database. Each inventory will be performed annually in June of each year, submitting the completed inventory check to the Administrative Assistant by the end of June.
9. The Administrative Assistant will reconcile the physical inventory with the computer Inventory Database in comparison to the prior year's inventory. All discrepancies must be promptly reported and satisfactorily explained.

Property Control / Physical Inventory continued...

10. Only that property exclusively purchased by Southwest Missouri Community Alliance with specifically targeted funds will be included in its inventory. All property or inventory owned by other organizations, although the property may pass through the offices of the Alliance, will be the sole responsibility of that organization's inventory. SWMCA claims inventory responsibilities such as inventory records, inventory tags, etc. only on that property specifically purchased by the Alliance.
11. Southwest Missouri Community Alliance recognizes the fact that inventory regulations may vary between funding sources. In that event, it will be necessary for SWMCA to meet the criteria governed by that particular funding source in regard to inventory and property control.

Policy Number: FP21; Property Control / Physical Inventory
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 22

DISPOSITION OF PROPERTY / EQUIPMENT

When it becomes necessary to sell property / equipment, the following guidelines are to be followed:

1. When property was purchased by a funding source, that funding source's regulations pertaining to the sale of property or equipment must be followed.
2. The sale of Alliance property / equipment where there are no guidelines from the funding source, must be sold by either sealed bid or by auction. There must be a public notice of the sale. Internet sales are acceptable.
3. All funds received from the sale of the property / equipment totaling \$5,000 per item or more must be returned to the program or funding source that initially purchased that property. Amounts collected totaling less than \$5,000 per item may be placed in a miscellaneous or Alliance cash fund at the discretion of the Alliance Executive Director.

Policy Number: FP22; Disposition of Property and Equipment
Division: Fiscal
Date Approved: April 24, 2000

Signed: _____
SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 23

LOSS, DAMAGE OR DESTRUCTION

1. The Alliance Executive Director will immediately be notified of all cases of loss, damage or destruction of any inventory item and will make a report of the loss to the Board of Directors and request relief of liability from the appropriate funding source.

Policy Number: FP23; Loss, Damage or Destruction
Division: Fiscal
Date Approved: April 24, 2000

Signed: _____
SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 24

BENEFICIARY & BOARD EXPENSES

Any individual incurring an expense while carrying out duties for the Alliance will meet the following criteria before being reimbursed for that expense:

- 1) Any person incurring expenses other than those specifically covered in this manual will complete and sign a requisition for the expense.
- 2) The requisition will be signed by the individual in charge of that meeting, activity or function, or by the Site Coordinator / supervisor of the employee incurring the expense.
- 3) The requisition will be verified by the Fiscal Department in regard to amount of dollars available, authority to make the purchase for that program, etc.
- 4) The Alliance Executive Director or designee will approve the requisition by signing the requisition.
- 5) Checks will be prepared according to the next check disbursement schedule.
- 6) No advance payments for expected expenses will be made without prior approval from the Alliance Executive Director or designee. Approval must be in the form of a requisition signed by the Alliance Executive Director or designee with the estimated amount of the expected expenses.

Policy Number: FP24; Beneficiary and Board Expenses
Division: Fiscal
Date Approved: April 24, 2000

Signed: _____
SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 25

DIRECT CLIENT SERVICES

1. Any and all *Direct Client Services* will be paid according to the rules and regulations of that program's funding source.
2. Before payment is made, all applicable Direct Client Service forms must be completed, including all necessary signatures.
3. Any equipment purchased for a client must follow the directives of purchase orders and procurement policies (see Policy XV and XVI).
4. Direct Client Services will be paid on the same schedule as other payables.

Policy Number: FP25; Direct Client Services

Division: Fiscal

Date Approved: April 24, 2000

Signed: _____

SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 26

INDIRECT COSTS

Because each of the organization's functions benefit from its indirect costs to approximately the same degree, the allocation of indirect costs are determined based on the simplified allocation method.

1. Total costs will be separated as either direct or indirect
2. Total allowable indirect costs will be divided by an equitable distribution base resulting in an indirect cost rate which is used to distribute indirect costs to individual awards and individual programs.
3. This rate will be expressed as the percentage which the total amount of allowable indirect costs bears to the base selected.

Both the direct costs and the indirect costs shall exclude capital expenditures and unallowable costs.

*At this time a federal indirect cost rate has not been negotiated and all expenses charged to federal awards are direct costs. Indirect costs associated with the execution of federal awards are born by other agency funds.

Policy Number: FP26; Indirect Costs
Division: Fiscal
Date Approved: November, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 27

PRORATED COSTS

1. Copies: Every employee has been assigned log-in code for the copy machine. This code is required in order to initiate copies. In addition, a code has been assigned for all grant funded programs. All copies should be coded based on the program initiating the copies. These codes and related number of copies are automatically stored in the internal memory of the copier. The Administrative Assistant initiates a report directly from the copier of the number of copies by program code and enters it into an allocation spreadsheet.
2. The Administrative Assistance receives the monthly invoice for the per copy maintenance from the provider. This cost is entered on the allocation spreadsheet and a copy is attached to the invoice. The Fiscal Department enters the maintenance invoice for payment based on the allocation spreadsheet.
3. Consumable Supplies: All consumable supplies are billed to the program as requested.

Policy Number: FP27; Prorated Costs
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

NON-FEDERAL, IN-KIND CONTRIBUTIONS

An **In-Kind Contribution** is defined as, “contributions of service, materials, supplies, equipment or space that would otherwise have cost associated with their procurement”.

Non-Federal, In-Kind Contributions are those In-Kind Contributions offered by sources other than the federal government or its related entities.. No in-kind that is included as contribution for any federal funding will be included in any other federally funded project or program.

The Alliance must track *all* donations, whatever their origin. However, there are mandates issued by the *National Board for Non-Profit Organizations* requiring a not-for-profit organization to specifically track its In-Kind Contributions, especially in regard to Non-Federal In-Kind Contributions. The following represent methods for the Alliance to follow comply with these mandates:

- 1) Each Coordinator / supervisor is responsible for any and all donations acquired of the program.
- 2) In-Kind will be received and recorded by the Program Coordinator/Supervisor or Administrative Assistant.
- 3) The employee who receives the contribution will prepare the appropriate paperwork so a receipt to the contributor for the contribution is the only form of paperwork required.
- 4) The receipt must specify a valid description of the donation, the date acquired, the name of the individual or organization making the contribution and the signature of the contributor. The employee must also sign and date the form.
- 5) Occasionally, the contributor will ask a dollar amount be assigned to the contribution so the receipt can be used for tax deduction purposes. If so requested, the employee will price the donation to the best of his/her ability and only state a realistic and fair market-value price.

Non-Federal, In-Kind Contributions continued....

- 6) Receipts of In-Kind Contributions may not be a regular occurrence. However, when any contributions *are* received, an *In-Kind Summary Report* must be completed by the Site Coordinator / supervisor who is responsible for In-Kind accumulation, then routed to the Administrative Assistant with all paperwork (receipts, etc.) attached. A copy of the In-Kind Summary Report should be kept by each Site Coordinator as per his/her particular program for their own records.
- 7) The In-Kind Summary Report will be used by the Administrative Assistant to make entries directly to the tracking system of the receiving program.
- 8) For time donated to the Alliance or any of its affiliates, the rate of per hour will be based on the federally allowed rate for budgeting and receipt purposes, unless otherwise specified.
- 9) All In-Kind contributions that are documented will be necessary and reasonable for proper and efficient accomplishment of the program objectives. They will be allowable and provided for in the approved budget.

Alliance Charitable Contributions:

It is the policy of Southwest Missouri Community Alliance to make no financial contributions to charitable, social, patriotic, civic or other organizations, unless otherwise approved by the Board of Directors.

Policy Number: FP28; Non-Federal, In-Kind Contributions
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 29

PAYROLL

Staff Payroll:

1. Time sheets must be completed, signed by the employee and received by their supervisor no later than 10:00 am the Monday morning following the Friday pay-period ending date. All time recorded will be based on actual employee activity and be prepared after the fact. All employees are paid by direct deposit. As mentioned earlier, the Alliance Executive Director retains full authority over pay distribution and these methods may vary according to the circumstances of the employee and at the discretion of the Alliance Executive Director.
2. Each supervisor reviews the time sheets for accuracy, signs each sheet and delivers them to the Fiscal Department at the administration office in Joplin, MO no later than by 3:00 pm that following Tuesday.
3. The Fiscal Department reviews each time sheet to verify that all employee cards are received in time prior to beginning a payroll run.
4. The Fiscal Department verifies sick leave, vacation, leave without pay and other time off work for employee eligibility and accuracy. In the event an employee turns in leave for which he/she is not eligible, the Fiscal Department notifies the Alliance Executive Director who authorizes another method of payment or denies payment accordingly and notifies the employee's supervisor. The supervisor then notifies the employee.
5. The General Ledger payroll account is charged, for accounting purposes, to each program for gross payroll and fringe, based on a salary distribution log prepared by the Fiscal Department and the Executive Director.
6. Alliance personnel will be paid every other Friday.

Policy Number: FP29; Payroll
Division: Fiscal
Date Approved: November 28, 2011

Signed: _____
SWMCA Board President: Greg Dagnan

TIME CARD INSTRUCTIONS

All time sheets should be completed with the employee's name and the inclusive dates of the pay period at the top of the time card. Each time sheet must be signed by the employee (electronic signature is allowed.) The time card must also be signed as approved by the employee's Site Coordinator / supervisor and forwarded to the Fiscal Department for proper accounting and payment. Each box represents a day and should be marked with the date and day of the week by the employee filling out his/her time.

Hours Worked:

For each hour worked, enter the number of hours in the appropriate box on each time card corresponding to the day of the week and date of month worked. The true amount of hours worked must be reported on the time card, irregardless of whether the employee is considered exempt or non-exempt, salary or hourly, full or part-time.

The distribution of salary and wages charged to Federal awards as well as all other funding sources will be based on actual employee activity as reflected in the timesheets, prepared after the fact, that include the total activity for which employees were compensated.

Policy Number: FP30; Time Card Instructions

Division: Fiscal

Date Approved: November 22, 2010

Signed: _____

SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 31

STAFF INSURANCE

- 1) Hospitalization, Dental, Disability and Life Insurance programs are provided to all Regular Full-Time employees of the Alliance. Claim forms (if necessary) will be maintained by the Fiscal Department.
- 2) All Alliance insurance policies will be kept and maintained in the Fiscal Department. The Fiscal Department is responsible for tracking and renewing all policies prior to their cancellation. No policies can be renewed without the authorization of the Alliance Executive Director or designee.
- 3) Coverage will be maintained for the following:
 - a) Workers Compensation
 - b) Motor Vehicle (for vehicles owned by the Alliance)
 - c) Property
 - d) Fire and Theft
 - e) Accident
 - f) Board of Directors
 - g) Child Care
 - h) Professional Liability
 - i) Other Liability deemed necessary by the Board of Directors.

Policy Number: FP31; Staff Insurance
Division: Fiscal
Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 32

BONDING

1. All personnel having access to or control over the receipt or deposit of program funds or the preparation or issuance of checks or monies are NOT bonded but an employee dishonesty insurance policy is in place.

Policy Number: FP32; Bonding
Division: Fiscal
Date Approved: April 28, 2003

Signed: _____
SWMCA Board President: Jhan Hurn

SWMCA Fiscal Procedures
Policy 33

LEAVE REQUESTS / HOLIDAYS

All leave and holiday pay is subject to eligibility according to the terms and conditions of the employee's job description and verification according to availability. If any request for leave is not granted for reason of unavailability or ineligibility, the Fiscal Department will notify the Executive Director who, in turn, notifies the employee's Site Coordinator / supervisor.

Any request for leave, vacation or holiday pay must be approved by the Site Coordinator / supervisor or by the Executive Director or designee *prior* to the actual time off work. To insure the proper payment will be processed, the number of hours requested must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee.

All *Leave Request Forms* are available on the computer system.

Sick Leave:

Sick Leave must be approved by the Site Coordinator / supervisor and verified for eligibility by the Fiscal Department prior to specifying hours as Sick Leave on the time sheet. If the employee is absent for a three day period or more, the Alliance Executive Director may request a doctor's note to be presented upon the employee's return to work before allocating available sick leave. A Leave Request Form must accompany the time sheet when presented for payroll and forwarded to the Fiscal Department for proper recording and payment, whether or not the leave is granted or found eligible. The number of hours requested for sick leave must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee.

Annual Leave / Vacation:

A Leave Request Form must be completed for all time requested off work. The Leave Request Form for Annual Leave must be submitted to the Site Coordinator / supervisor prior to taking the time off. Availability and eligibility must be verified by the Fiscal Department. A copy of the Leave Request Form must accompany the time sheet and forwarded to the Fiscal Department for proper recording and payment, whether or not the leave is granted or found eligible. The number of hours requested for annual leave must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee.

Leave Without Pay:

Any time off for Leave Without Pay must be requested by the employee by submitting a Leave Request Form to their Site Coordinator / supervisor prior to leave taken. A copy of the Request must accompany the time sheet and be forwarded to the Fiscal Department for proper recording and payment, whether or not the leave is granted or found eligible. The number of hours requested for Leave Without Pay must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee. Leave Without Pay is generally requested when the employee requires time off work but

either does not have eligible time off with pay or does not wish the use his/her available time for that occasion.

Holiday:

When a holiday is granted with pay, enter the number of hours in the appropriate date box. The number of hours requested for Holiday Pay must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee.

Unexcused Absence:

Unexcused Absence is defined as any leave that is taken but not covered by Annual Leave/Vacation, Sick Leave, Holiday Pay or Leave Without Pay. Usually an Unexcused Absence is an absence from work wherein the employee did not give prior notice (such as a call-in, written notification, properly completed Leave Request, etc.) or the employee has used all available Sick Pay hours, etc. Any hours not worked should be left blank by the employee on the time sheet but filled in and initialed by the Site Coordinator / supervisor with the code "UA" indicating to the Fiscal Department the Unexcused Absence of those specified hours. Unexcused Absences, as all absences, are tracked and recorded by the Fiscal Department. The number of hours used for Unexcused Absences must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Alliance Executive Director or designee.

Overtime:

It is the policy of the Alliance not to allow Overtime Pay or overtime hours to be worked. However, in emergency situations, the Site Coordinator / supervisor may approve an employee to work overtime, and those hours should be marked as "OT" on the time sheet, with the number of "OT" hours specified, to be tracked and recorded by the Fiscal Department. The number of Overtime hours worked must be specified directly on the time sheet, separated from regularly compensated hours worked and signed by the employee's Site Coordinator / supervisor or by the Executive Director or designee. An *Overtime Approval Form* completed by the Site Coordinator / supervisor must be attached to the time sheet. The policies governing Leave Requests / Holidays are defined and further enforced within the *SWMCA Personnel Policy Manual* and within each individual *Employee Handbook*.

Policy Number: FP33; Leave Requests/Holidays

Division: Fiscal

Date Approved: March 28, 2005

Signed: _____
SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 34

EMPLOYMENT STATUS

Any employee who works for SWMCA or any of its facilities will be placed in the following classifications, according to the regulations set forth by the *Fair Labor Standard Act* (FLSA), which defines two classes of employees for non-profit organizations; exempt or non-exempt.

Exempt – Employees defined as “exempt” are not covered by overtime provisions of wage and hour rules and may be required to work more than 40 hours per week without additional monetary compensation.

Non-Exempt - Employees defined as “non-exempt” are covered by all overtime provisions defined by the wage and hour rules set forth by the FLSA.

SWMCA adheres to the Fair Labor Standard Act which further defines the classifications of employees in fiscal terms as:

- 1) **Regular Full-Time**: Employees defined as Regular Full-Time will work a regularly scheduled work week of thirty hours or more a week for eight or more months out of the year.
- 2) **Regular Part-Time**: Regular Part-Time employees work less than thirty hours a week for eight months or more out of the year.
- 3) **Temporary**: Employees hired on a temporary basis are appointed to six months or less and do not accrue sick leave or annual leave. If the need arises requiring the temporary employee’s services to extend beyond the six-month period, they will be changed to a Regular Full-Time or Regular Part-Time employee, accruing all leave as such.
- 4) **Substitute**: Employees hired to fill in for regular and temporary employees are substitute employees. They do not have regular work schedules but will work only when requested by their Site Director / supervisor or by the Alliance Executive Director. They are not entitled to any employee benefits other than those defined by law.
- 5) **Contract**: Persons working under independent contracts are not considered employees of the Alliance and are not eligible for any of its benefits.

The FLSA further defines laws governing new employees as follows:

New Employees: For the first ninety (90) days of continuous service with the Alliance, an employee will participate in an Introductory Period and corresponding training. This period should be used as a time when the staff member is given the opportunity to learn what is required of him/her and to improve on or change any unsatisfactory aspects of the New Employee’s performance. During this period, the Site Coordinator / supervisor or Alliance Executive Director will assess and evaluate the performance of the employee and ultimately decide whether that employee will make a contribution to the Alliance in that given position. Annual Leave and Sick Leave will accrue during the Introductory Period.

Employment Status continued....

The policies governing Employment Status are defined and further enforced within the *SWMCA Personnel Policy Manual* and within each individual *Employee Handbook*.

Policy Number: FP34; Employment Status
Division: Fiscal
Date Approved: April 24, 2000

Signed: _____
SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 35

TRAVEL

- 1) All Board Member, Alliance personnel or staff, or designated community partners who are traveling out of the area of the Alliance's program operations, must submit a *Request for Travel Authorization* form. This request for travel authorization consists of three parts:
 - a. **Part 1:** A *Request for Travel Authorization* is a form requesting travel plans on behalf of the Alliance. This request for travel must state the reason for travel (meeting, seminar, etc.), the expected date of departure, expected date of return, destination and estimated hours and mileage required for the trip.
 - b. **Part 2:** A *Travel Advance Request* is used only when advance per-diem funds are being requested by the traveler. Estimated expenditures for costs such as gasoline, lodging, food, or any other business related expenses are to be included on this form. The Travel Advance Request is signed by the employee's Supervisor who, in turn, is responsible for forwarding the form to the Fiscal Officer where it is determined if advance per diem funds are available. The purpose of this form is to provide written request by the traveler for an advance of monies with which to travel.
 - c. If specific program funds are available, the traveler is issued a check for the estimated travel expenses and advanced per diem allowances (see Policy XXXVII).
 - d. **Part 3:** Upon returning home from the business trip, the traveler must complete an *Out-of-Town Travel Expense Voucher*. This form has all related expense receipts attached so that the *actual expenses* incurred are revealed. If the advance exceeds the amount of the Out-of-Town Travel Expense Voucher, the difference will immediately be paid by the employee for deposit into the appropriate banking account. If the advance does not exceed the amount of the Voucher, the difference will be paid to the employee on the Friday of the following week, the usual time for writing accounts payable checks.
- 2) The Request for Travel Authorization must be submitted at least three (3) days in advance of the departure date, whenever possible.
- 3) Each employee will request the form from his/her Supervisor, who in turn is responsible for forwarding the form to the Fiscal Department.
- 4) Each request form must be authorized and signed by the Alliance Executive Director or designee.
- 5) The Fiscal Department determines if the funds are available for travel. If funding is available, the Fiscal Department then initials the Travel Advance Request, provided it has been signed and approved by the Alliance Executive Director or designee.
- 6) An Accounts Payable Voucher will be created from the expenses and posted to the appropriate funding source/program.

- 7) When traveling by public transportation (bus, airline, taxi), a ticket duplicate or receipt must be attached to the Voucher. Receipts for lodging and miscellaneous expenses (parking, registration fees, etc.) must also be attached to the Voucher in order to receive reimbursement.
- 8) When traveling out-of-town in a privately owned vehicle, mileage will be paid from the location of the traveler's regular and usual business office location to the point of destination then return home to the traveler's regular and usual business office location at the rate currently approved by the Board of Directors. Mileage is limited to direct business travel. No mileage considerably over that required to reach the destination will be compensated.
- 9) Mileage will only be paid to and from the destination and for legitimate, pre-approved Alliance business. However, in cases where two or more employees are traveling in the same area and their departure and return times coincide, carpooling is suggested since only one vehicle will be paid.
- 10) When airfare is required it is limited to coach and car rentals are limited to mid-sized unless otherwise justified.
- 11) All mileage, meals, and incidentals and lodging charged to Federal programs will be limited to the rates published in the Federal Travel Regulations, unless otherwise justified.
- 12) Incomplete Travel Voucher will be returned unpaid.

TRAVEL FORMS:

Part #1:

Part #2:

Part #3:

**Request for
Travel Authorization**

- **To request travel on behalf of SWMCA**

⇒

**Travel Advance
Request**

- **To request advance of monies for travel expenses**

⇒

**Out-of-Town
Travel Expense
Voucher**

- **Actual expenses (compared to advance if applicable)**

Policy Number: FP35; Travel
 Division: Fiscal
 Date Approved: November 22, 2010

Signed: _____
 SWMCA Board President: Amanda Schmelzer

SWMCA Fiscal Procedures
Policy 36

PER-DIEM

Consideration for *Travel Per-Diem* is as follows:

- 1) Board Members, staff or others authorized to travel on Alliance business who are in an out-of-town travel status will be paid the cost of lodging and meals and will be required to furnish a lodging receipt when requesting reimbursement for travel expenses.
- 2) The Board of Directors establishes a ceiling on available Per-Diem monies allowed daily for travelers on Alliance business. The daily allotted amount for meals while travelling in state is: \$40.00. All receipts must be maintained and turned in at the completion of travel for payment.
- 3) Should it become necessary to exceed this pre-set amount, all receipts should be given to the Alliance Executive Director who determines the need for exceeded Per-Diem costs on a case-by-case basis, with no bias to program, individual, etc.
- 4) Persons traveling out-of-state may qualify for the federal per-diem allowances or for per-diem allowances according to the state traveled, whichever is the lowest rate, at the discretion of the Alliance Executive Director. Federal and individual state per-diem dollar amounts shall be verified by the Fiscal Department.
- 5) Persons who are in an out-of-town travel status on Alliance business are paid this daily per-diem amount, based on a 24 hour day, from the actual time of departure to the actual time of arrival at the destination and return trip home.
- 6) Persons traveling less than a 24 hour day will be paid only the per-diem amounts for expenses incurred during the actual travel time.
- 7) Persons who are in an out-of-town travel status on Alliance business attending a function that includes meals will have their per-diem reduced by a corresponding amount.
- 8) SWMCA intends to cover the entire costs of lodging for those traveling on Alliance business. However, actual receipts must always be presented with the Out-Of-Town Travel Expense Voucher.

Policy Number: FP36; Per-Diem

Division: Fiscal

Date Approved: April 24, 2000

Signed: _____
SWMCA Board President: Ashley Micklethwaite

SWMCA Fiscal Procedures
Policy 37

COMPLIANCE

Southwest Missouri Community Alliance is recognized as a non-profit organization and has received its official notice as such on both the State and Federal governmental levels.

In addition to what is specifically mentioned in this Fiscal Procedure Manual, the following are guidelines imposed by those governments on not-for-profit entities. SWMCA hereby pledges to adhere to these mandates. The rules are as follows, along with our answer and plea to each:

“Financial duties and responsibilities are separated so that no one employee has sole control over cash receipts or disbursements, payrolls, reconciliation of bank accounts, etc. The following minimum separation of duties is required”:

a) Input or approval of time and attendance records is separated from disbursement of payroll checks.

⇔ a) Each employee fills out his/her own time sheet. The Alliance Executive Director or designee reviews all time cards prior to forwarding them to the Fiscal Department who, with the aid of the Alliance’s accounting software, tracks and categorizes all time off and figures payroll from the hours reported.

b) Reconciliation of bank accounts is separated from the preparation of checks.

⇔ b) The accounting software utilized by SWMCA automatically reconciles bank statements to any data entered by the Fiscal Department, who prepares all outgoing checks following their review by the Alliance Executive Director or designee.

c) The preparation of checks is separated from the disbursement of checks.

⇔ c) The Director of Finance prepares all outgoing checks in accordance with the information retrieved from the accounting software. The invoices are attached to the checks for the Board check signer to review before signing. After all signatures are received, the Fiscal Department disburses them accordingly.

d) The approval of a contract or purchase is separated from the selection of vendors.

e) The initiation of a purchase order is separated from the selection of vendors.

⇔ d&e) The employee or staff member who actually performs the purchasing will check each incoming order for accuracy. The Alliance Executive Director or designee must approve all purchases and contracts for purchases. The Director of Finance may act as Purchasing Agent for the Alliance; however, either sealed bids or telephone bids are brought before the Alliance Executive Director and/or the Board of Directors for selection of vendor.

Compliance continued...

f) The deposit of checks is separated from the reconciliation of bank statements.

⇔ f) Reconciliation of bank statements is an automatic procedure performed by the accounting software based on data entered by the Director of Finance. The Administrative Assistant forwards the unopened bank statements to the Director of Finance. After reviewing the bank statements, the Director of Finance completes the reconciliations. The monthly reconciliations are presented to the Internal Affairs Committee for approval and then to the Full Board of Directors for review and approval.

g) Checks require two signatures from among the Board approved check signers. One of the signatures must be from a Board member.

⇔ g) All SWMCA outgoing checks require two signatures. The Board of Directors will approve the official list of check signers.

h) All Fiscal procedures and proof of compliance must be in the form of a policy manual, available and documented for board members and the proper employees to review and to refer. The manual must set forth specific rules and regulations pertaining to the operation of a fiscal department and/or the duties assigned to a fiscal agent. All compliance issues and mandates must be addressed therein.

⇔ h) The purpose of writing this Fiscal Procedure Manual is an acknowledgement of and our respectful adherence to these mandates and contains the rules and regulations governing the SWMCA as a non-profit entity.

i) All financial records of the non-profit organization are to be kept in a secure environment. Although the status of the non-profit organization is an "open" and public status, only the annual audit should be made available to the general public. All other records are considered confidential and should remain the sole responsibility of one officer of the organization.

⇔ i) The Fiscal Department keeps all financial records within a specified and secure place, not accessible to the general public. The Director of Finance recognizes responsibility for all financial documents of the Alliance but will make the annual audits available, if requested.

This Fiscal Procedure Manual is used as a guide for all fiscal employees in relationship to their individual job descriptions and their function as a fiscal agent of the Alliance. It does not replace a general *Personnel Policy Manual*, one of which is available at the administration offices of the Alliance.

Compliance continued....

This Fiscal Procedure Manual is in accordance with the regulatory concerns of the following:

- General Accounting Office's Standards for Audits of Governmental Organizations, Program Activities and Functions
- National Board for Non-Profit Organizations
- Not-for-Profit State and Federal Funding Policies
- Department of Commerce
- FDIC (Federal Deposit Insurance Corporation)
- EOA (Equal Opportunity Act)
- Federal Acquisition Streamlining Act
- NACCED (National Association for County and Community Economic Development)
- Uniform Administrative Requirements for Nonprofit Organizations
- OSHA (Occupational Safety & Health Act)
- OMB (United States Office of Management & Budget)
- FLSA (Fair Labor Standards Act)
- AOA (Administration on Agency)
- TEL (Tax or Expenditure Limitations for Nonprofit Governing Boards)
- SSBG (Social Service Block Grants)
- NACoFSC (National Association of Counties Financial Services Centers)

Policy Number: FP37; Compliance

Division: Fiscal

Date Approved: March 28, 2005

Signed: _____

SWMCA Board President: Coleen Cameron

SWMCA Fiscal Procedures
Policy 38

EXPENDITURE ANALYSIS

1. All expenditures are tracked by reports prepared by the Director of Finance. These reports are based on source documentation such as receipts, timesheets, etc.
2. Expenditures are tracked according to funding source as well as according to actual program expense.
3. Reports are provided to program coordinators and the Executive Director on a monthly basis for review. These reports will reflect not only the actual expenditures but also a percentage of budget line expended which will guide decisions for future expenditures.
4. Financial reports and budget comparisons will be reviewed monthly by the Internal Affairs Committee of the Board of Directors. These reports will be reviewed not only to ensure that costs have not exceeded the amounts budgeted for the grant period but also to determine the reasonableness, allowability, and allocability of costs.

Policy Number: FP38; Expenditure Analysis
Division: Fiscal
Date Approved: November 22, 2010

Signed: _____
SWMCA Board President: Amanda Schmelzer