



Financial Policies & Procedures Manual

- Sec. 1. The purpose of this manual will be to document the standards the Lorain County R/C Club has established for the handling of its financial resources. The procedures contained herein are binding on all members. Following these procedures will insure fiscal responsibility, accountability, and auditability.
- Sec. 2. A permanent Finance Committee has been established that will automatically include the serving President, Treasurer and Auditors, as well as other club members wishing to serve on the committee. The President shall appoint a Finance Committee Chairperson (ref. by-laws Article VII, Sec. 1) who will serve as Chairperson until he or she resigns the committee, is removed by the President, or leaves the club.
- Sec. 3. Purpose of said committee will be to make recommendations to the membership on policies and procedures for the handling of the club's monies. The committee shall recommend to the membership, and the membership shall then vote on proposed changes. (by-laws Article VII, Sec. 2) Once passed by a majority vote of the members present at a regular or special meeting where a quorum exists, the changes shall be in effect.
- Sec. 4. A checking account has been established in the name of The Lorain County R/C Club. (By Law Article VI, Sec. 5) If the need should arise to switch the checking account to another financial institution, or open other additional accounts at the same or other institutions, the Finance Committee will research the options and then make a recommendation to the membership. The general guideline shall be any insured bank, savings and loan, or credit union is acceptable. The committee shall then consider fees, charges and interest, if any, in making their recommendation. This account will not change with the seating of a new treasurer. The current President and Treasurer shall both be signatories on this account. Either the President or the Treasurer may issue a check. (by-laws Article VI, Sec. 5)
- Sec. 5. The LCRC account shall be used exclusively for LCRC funds, and all LCRC funds shall be deposited into the LCRC account. (by-laws Article VI, Sec. 4)
- Sec. 6. There shall be prior approval before any funds are spent. Normally this approval will be by majority vote of the members present at a regular or special meeting with a quorum present. However, the club officers have the authority to make a financial commitment for the club, without prior membership approval, provided all available officers, but not less than 3 officers, agree that the commitment needs to be made prior to the next meeting, and the available officers unanimously agree that the decision is in the best interest of the club. (by-laws Article VI, sec. 7) If the officers do make a commitment under this rule, then they will advise the membership at the next meeting and publish a detailed explanation in the next newsletter. If a member turns in a receipt for expenses without first having obtained approval to expend, then the member will be thanked profusely for his or her donation. The Treasurer will not disburse funds without an original receipt or signed contract.
- Sec. 7. LCRC has a financial template for Microsoft Excel. This template will be used by the Treasurer to record all LCRC transactions. The Treasurer shall back up the data files at the end of each session. Backup disk(s) are to be kept in different location from PC.
- Sec. 8. The Treasurer shall submit a detailed, itemized, written monthly transaction report for each calendar month of the year. He shall also deliver a verbal report to the membership at each regular meeting. The Secretary will include the report in the following newsletter.

- Sec. 9. Each person who conducts a cash transaction shall document it with a receipt, in duplicate, for that transaction. One copy of the receipt will be given to the Treasurer. Information to be included on the receipt is date of transaction, amount, description, and name of remitter.
- Sec. 10. The Treasurer shall retain permanent records of all transactions. The Treasurer is responsible for maintaining auditability of records. The Treasurer is responsible for generating financial reports as appropriate to meet state and federal filing requirements, and the Secretary will file said returns in a timely fashion.
- Sec. 11. All records will be promptly submitted to audit committee upon request. Auditor(s) will assume responsibility for the records while in their control. Records shall be returned to the Treasurer promptly upon completion of the audit, but no later than the next regular meeting after completing the audit.
- Sec. 12. Accounting will be by cash method.
- Sec. 13. The fiscal Year shall be the calendar year. (By-Laws Article IV, Sec. 1)
- Sec. 14. All records, receipts, bank books, bank statements, cancelled and unused checks etc. will be transferred to the incumbent Treasurer on or about December 31st of the year that the outgoing Treasurer leaves office. The LCRC software, as well as any backup disks will also be transferred to the incoming Treasurer.
- Sec. 15. The Membership Chairperson shall keep a current roster of all members and their status. The Membership Chairperson shall keep detailed records of dues and fees collected. This record shall include the member's name, date, and amount paid, as well as a description of the transaction. (e.g. "Senior full year 2002") Any cash collected will be promptly submitted to the Treasurer. The Treasurer will generate a receipt in duplicate, one copy for the Membership Chairperson, and one for the Treasurer. The Membership Chairperson shall electronically send a copy of the roster to the Secretary and the Webmaster once per month, or more often if there is an unusual number of changes to the roster. The Membership Chairperson shall electronically send a copy of the roster to the Auditor upon request.
- Sec. 16. The Raffle Chairperson will turn all monies collected from the raffle promptly to the Treasurer. The Treasurer will generate a receipt in duplicate, one copy for the Raffle Chairperson, and one for the Treasurer. The Raffle Chairperson will award a prize in any month that the monies collected exceed the value of the prize. In the event that the amount collected is less than the least expensive prize, no prize will be awarded that month, and all tickets stubs will be included in the next months drawing. The Raffle Chairperson will keep a record of the amounts spent on prizes, and the date and description of each prize awarded. That record will be submitted to the Secretary and/or the Auditors upon request.
- Sec. 17. The Auditor(s) shall perform a quarterly audit of the LCRC finances. All records shall be promptly submitted to the auditors upon request. The Auditor(s) will assume responsibility for the records while in their control. Records shall be promptly returned to the Treasurer upon completion of the audit. The audit will begin as soon as possible in the quarter following the being audited. The Auditor(s) shall submit a written report to the officers at the end of each audit. The Auditor(s) shall also deliver a verbal report to the membership at the first regular meeting following an audit.
- Sec. 18. The Secretary shall have a standing authorization for postage to mail newsletters and required ballots. The Membership Chairperson shall have a standing authorization for postage to mail club cards and renewal notices. The Treasurer shall have standing authorization to pay field rent in accordance with the lease then in effect. The Treasurer shall also have standing authorization to pay AMA charter and insurance fees. The Raffle Chairperson shall have standing authorization to purchase 1 new prize for each prize awarded, following any month in which a raffle prize is awarded. The Field Maintenance Chairman shall have standing authorization to purchase fuel, oil, and minor repairs for the mower up to \$50. Any person with a standing authorization, shall present to the Treasurer for reimbursement, original receipts for items purchased using the standing authorization.

Sec. 19. A reserve of \$1000 shall be kept deposited in the LCRC account to cover the field rent for the following year. The reserve amount will be reviewed annually, and if need be, the amount adjusted upward to insure there is at least one (1) year's field rent held in reserve. If the Treasurer sees that the balance is nearing \$1000, he shall notify the President.