

Woodstock Neighborhood Association

Financial Policies

*Adopted by the Woodstock Neighborhood Association Board
November, 2007*

The Woodstock Neighborhood Association (WNA) is committed to responsible financial management. The WNA Board will work to ensure that all financial matters of the association are addressed with care and in the best interest of the neighborhood association.

The policies and guidelines contained in this document are designed to:

- Protect the assets of the WNA
- Ensure the maintenance of accurate records of the WNA's financial activities
- Ensure compliance with legal and reporting requirements

The Treasurer is responsible for administering these policies and ensuring compliance with financial procedures that have been approved by the Board. Changes or amendments to these policies may be approved by the Board at any time. The Treasurer will be responsible for reviewing and recommending changes to these policies annually, and the Board will approve the revised policies annually.

1. Investments & Banking

The primary investment objective of the WNA is to preserve capital and to protect its investment principal. Any WNA investment portfolio will remain sufficiently liquid to enable the WNA to meet all reasonably anticipated operating requirements. This preference for liquidity will be basic to the WNA's investment decisions.

Authorized investments are limited to:

- Savings and demand accounts
- Time Certificates of Deposit

Investments in Time Certificates of Deposit are limited to no more than 25% of the WNA's money at the time the investment decision is made, up to a maximum of 40% of the WNA's funds invested at any time. Terms of deposit may not last longer than one year.

The WNA Board has the primary responsibility for investment policy, for establishing any specific guidelines as to the mix of investments, and for approving all investment decisions before any investments are made.

The WNA will maintain its accounts in accredited commercial banks located within the Woodstock neighborhood. The Treasurer may, from time to time, review the rates and services at local banks and recommend changes in banks to the Board for approval.

2. Charitable Contributions

The Woodstock Neighborhood Association is dedicated to improving the quality of life in the Woodstock neighborhood through community service, proactive response to livability issues, and fostering a sense of togetherness.

The WNA believes that small amounts of money provided at the right time can greatly enhance the ability of community groups to serve our neighborhood. Therefore, the WNA may, from time to time, make small, timely, and flexible grants to other organizations for projects that benefit the neighborhood. It is the policy of the WNA to grant no more than five percent of its available resources per year, with “resources” being those available on or after October 1st of the fiscal year the request was made. Grants will be made according to the following guidelines:

- The project provides benefits primarily or entirely to residents of the Woodstock Neighborhood.
- The project clearly addresses a neighborhood need, and fits with the nature and goals of the Woodstock Neighborhood Association.
- The group sponsoring the project has a track record of not discriminating on the basis of age, gender, sexual orientation, ethnicity, disability, national origin, political affiliation or religious belief.

The WNA does not award funds to the following:

- Individuals or individual scholarships
- Projects to be undertaken outside of the Woodstock neighborhood
- Political parties, lobbying organizations, or campaigns
- Capital campaigns
- Businesses

Grants by the WNA will be made without any commitment for future support of specific projects.

3. Financial Reporting

The Treasurer is responsible for providing timely and accurate financial information that is understood and used by the WNA Board and membership. The Treasurer will:

- Provide monthly financial reports at each general meeting of the WNA
- Provide detailed financial reports to the WNA Board at least bi-annually, or on request.
- Prepare an annual budget for approval by the WNA Board
- Maintain all financial records and safeguard the assets of the WNA.

The fiscal period for the WNA will be October 1st through September 30th of the following calendar year.

4. Disbursements

All disbursements of WNA funds must have been approved by the Board. All disbursements will be made by check, accompanied by appropriate documentation.

Following are the procedures for WNA disbursements:

- Two signatures are required on all WNA checks. The Treasurer and another Board member are the required signers; however, if the Treasurer is absent, two Board members may sign checks.
- All checks must be pre-numbered, and sequences accounted for. All voided checks must be defaced and retained with the cancelled checks.
- No checks may be written to “cash” or “bearer.”
- Blank checks may never be signed in advance.

5. Receipts and Cash Handling for WNA Events

Expenses incurred on behalf of the WNA must have a receipt, or they will not be reimbursed. All receipts will be retained in the WNA’s financial files.

The WNA holds many events where cash is received. The sponsor(s) of the event is responsible for ensuring that all cash is accounted for and promptly deposited in the WNA checking account. Following are the procedures for cash handling at events:

- The sponsor(s) of the event should request a “cash box” from the Treasurer at least a week in advance of the event.
- The Treasurer will withdraw cash from a WNA account for the event, and document the amount before providing it to the sponsor of the event.
- The sponsor(s) of the event will use a WNA cash management form (see Addendum A) to track the cash receipts of the event. This form will be returned to the Treasurer along with the cash to be deposited at the bank.
- The Treasurer will make the deposit promptly, and maintain the deposit slip from the bank with the cash management form in the WNA financial files.

6. Record Retention Schedule

The Treasurer will be responsible for maintaining the financial records of the WNA. Following are the financial records that must be maintained permanently:

- WNA check registers
- Legal correspondence
- Tax records (returns and/or statements)
- Annual reports (such as those filed with the Secretary of State)

Following are records that must be maintained for seven years:

- Bank statements
- Cancelled checks
- Receipts and bank deposit slips

Addendum A:
Cash Management Form

Woodstock Neighborhood Association
Cash Management Form

Name of Event: _____

Date of Event: _____

Cash to Start: _____
(Fill in amount above)

Items purchased during event: _____
(Fill in amount above; receipts required)

Items sold during event: _____
(Fill in amount above)

Cash at end of event: _____
(Fill in amount above)

Event Earnings: _____
(cash at end of event, less cash at start)

Total Bank Deposit: _____
(Should equal cash at end of event; if not, documentation required)

Event Sponsor Signature: _____

Return this form, cash to deposit, and any receipts to the WNA Treasurer ASAP!