

Accounting Policies and Procedures Manual

Of the
UCSRB

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INTRODUCTION

This manual has been prepared to document the internal accounting policies and procedures of the UCSRB. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of the UCSRB's fiscal operations are expected to uphold the policies in this manual. It is the intention of the UCSRB for this manual to reflect our commitment to proper, accurate financial management and reporting.

These policies and procedures have been developed to ensure adequate internal controls within the organization. To that end, reviews, checks and balances, methods and procedures exist to conduct UCSRB business in an orderly and efficient manner, to safeguard its assets and resources, to deter and detect fraud, to ensure accuracy and completeness of its accounting data, to produce reliable and timely financial information and to ensure adherence to UCSRB policies and procedures.

The manual will be reviewed at least annually for updates and revisions.

DIVISION OF DUTIES

The following is a list of the division of responsibilities within the Organization:

BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND FINANCE COMMITTEE:

1. The Finance Committee of the UCSRB reviews and recommends for approval or adoption various financial reports, including the audited financial statements, to the BOD.
2. The Finance Committee reviews and recommends for approval the annual budget to the BOD.
3. The BOD reviews and approves new programs. The Executive Committee reviews and approves contracts and loans for programs that have been approved by the BOD and reports this activity to the BOD.
4. The BOD approves check signing authority on all UCSRB accounts.

EXECUTIVE DIRECTOR:

1. Approves all vouchers, invoices and time sheets. Signs disbursement checks.
2. With the Finance Manager, and with oversight from the Finance Committee, develops the annual budget.
3. Reviews and approves bank statements and account reconciliations on a monthly basis.
4. Reviews and approves all financial reports.
5. Responsible for managing and reporting to the BOD the organization's assets in conjunction with the Finance Manager.

FINANCE MANAGER:

1. Develops and monitors the annual budget in collaboration with the Executive Director.
2. With assistance from another staff member assigned by the Executive Director, processes all receipts and disbursements.
3. Reviews all invoices and assigns appropriate accounts, programs, and grants or contracts. Ensures backup documentation is adequate and charges are incurred in the correct time period.
4. Processes payroll, including payroll tax returns, W-2s and 1099s.
5. Prepares monthly and year-end journal entries as required.
6. Maintains and reconciles the general ledger annually in preparation for the audit. Provides primary staff support to auditors.
7. Prepares all financial reports, including requests for reimbursement from funders.
8. Prepares the annual Form 990 Return of Organization Exempt from Income Tax.
9. Receives, opens and distributes all incoming mail.

10. Reconciles the credit card statement against receipts for expenses.
11. Provides primary staff support to the Finance Committee.
12. Oversees fixed asset management.
13. Updates the preferred vendor list at least annually.
14. Maintains custody of blank checks and the credit card.

OFFICE MANAGER/PROGRAM ASSISTANT:

1. Custodian of office operations.
2. Reconciles bank statement monthly.
3. Reviews vouchers for reimbursement prepared by the Finance Manager to ensure accuracy.
4. Maintains personnel files.
5. Annually maintains property inventory list and identification tags for equipment.
6. Implements and maintains System for Award Management (SAM) and Dunns Numbers.
7. Provides staff support to the Executive Committee and the Board of Directors.

CASH RECEIPTS AND ADVANCES

FUNDS RECEIVED BY MAIL:

The Finance Manager collects all incoming mail. S/he prepares a deposit slip for all checks received, stamps each check "For Deposit Only," deposits the funds into the bank account, records the cash receipt and files the validated deposit slip with a copy of the check.

Any deposit not forwarded or mailed to the bank is locked in the Finance Manager's file cabinet. No deposit should be locked in the file cabinet for more than 24 hours.

FUNDS RECEIVED BY ELECTRONIC FUNDS TRANSFER:

Vouchers prepared by the Finance Manager or assisting staff for reimbursement of expenses from grants and contracts may be paid by electronic transfer of funds. Voucher requests are reviewed by the Finance Manager or assisting staff (i.e., whoever did not prepare them), then reviewed and signed by the Executive Director.

The Finance Manager keeps a copy of each voucher in the pending payments file and records the transaction as a receivable (invoice) until payment occurs.

When funds are credited to the UCSRB bank account, the Finance Manager records the cash receipt and the deposit in the accounting system. S/he also reconciles the payment with the voucher in the pending payments file.

In the absence of the Executive Director, a member of the Board of Directors with check-signing authority should authorize electronic funds transfers.

CASH ADVANCES:

The Finance Manager requests a cash advance from the Washington State Recreation and Conservation Office (RCO) about once every three months to maintain sufficient cash flow. Advance requests are approved by the Executive Director and deposited to the bank account by electronic funds transfer. The Finance Manager records advances as deferred revenue when received.

Advances must be spent on allowable costs within 90 days of their approval, and a voucher request submitted within 120 days of the advance receipt. RCO deducts the amount of the advance from the voucher request, then deposits any remaining balance in the UCSRB bank account. The Finance Manager records advance repayments as income and zeroes out the deferred revenue balance at this time.

CASH DISBURSEMENTS

1. Incoming invoices are forwarded to the Finance Manager.
2. The Finance Manager or an assisting staff member confirms with the staff person responsible for ordering the product or service the validity of the charge against proposals, bids, receipts, etc. and the work accomplished or product delivered.
3. S/he then attaches each invoice to supporting documents and presents them to the non-preparing person (Finance Manager or assistant) for review. Review includes verifying the timing and support for all charges and the appropriate account, program and funding source.
4. After invoices are reviewed, the Finance Manager prints checks from the accounting system. S/he attaches checks to the invoices and supporting documents, then submits them to the Executive Director for additional review and signature. In the Executive Director's absence, another authorized signer on the bank account may sign the checks.
5. Checks for amounts greater than \$10,000 require two signatures, one by the Executive Director and another by a member of the Board. Because several layers of security exist for Electronic Funds Transfers, these transactions are exempt from this requirement.
6. The Finance Manager mails checks as soon as the process is complete and files invoices, check stubs and supporting documents in the file cabinet.
7. The Finance Manager utilizes these files to respond to any discrepancies that arise with vendors or other payees.
8. At least monthly, the Finance Manager checks the unpaid invoices and credit card receipts file to determine if there are any outstanding charges that have not been paid. If so, s/he investigates further with the staff member and the vendors involved to resolve any discrepancies.

RECONCILIATIONS

CASH FLOW:

The UCSRB seeks to maintain a minimum of seven percent (7%) of its operating budget in its bank accounts at all times. To facilitate this goal, advances are requested quarterly from the Washington State Recreation and Conservation Office (RCO), and a business line of credit is renewed annually. If balances fall below 7%, the Finance Manager notifies the Executive Director.

GENERAL LEDGER RECONCILIATION

The Finance Manager will monthly print an income and expense by grant report of all income sources. The Executive Director will reconcile the monthly income and expense report against all voucher amounts for the month. Where available, the Paid to Date and Remaining Balances showing in grantors accounts will be reconciled against the monthly income and expense by grant report.

The Finance Manager will print grantor account balances, where available, and attach these to draft vouchers for review by the Program Assistant. This will be checked again by the Executive Director when approving these draft vouchers.

BANK RECONCILIATIONS:

1. The Office Manager/Program Assistant (an individual without check-signing rights) obtains bank statements to reconcile bank accounts using the QuickBooks reconciliation process. On a monthly basis, the Office Manager/Program Assistant gives the completed bank reconciliation to the Executive Director for review and approval.
2. The Office Manager/Program Assistant reconciles each bank account promptly, finishing no later than 7 days after receiving the bank statements. If it is not possible to reconcile the bank statements in this time period, the Office Manager shall notify the Executive Director in writing.
3. When reconciling the bank accounts, the following items should be included in the procedures:
 - a. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
 - b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - d. A comparison of electronic transfer dates received with dates sent.
 - e. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - f. An accounting for the sequence of checks both from month to month and within a month.
 - g. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - h. A review and proper mutilation of voided checks.
 - i. An investigation and write off of checks that have been outstanding for more than six months.

4. The Executive Director initials and dates the bank reconciliation after review. Reconciliations are returned to Office Manager for filing in the Finance Manager's office.
5. Upon review of the completed bank reconciliation, the Finance Manager prepares any general ledger adjustments that are needed.

RECONCILIATIONS OF OTHER GENERAL LEDGER ACCOUNTS:

1. A Schedule of Expenditures of Federal Awards (SEFA) will be drafted by the Finance Manager and reviewed by the Executive Director at the end of each calendar year to determine if the level of federal expenditures during the calendar year exceeded the threshold for an OMB A-133 audit (pursuant to 2 CFR 200.501). If such an audit is required, the audit procedures will be initiated.
2. Prior to the annual audit, the Finance Manager and the Executive Director review the ending balances on the UCSRB balance sheet as well as the documents that support each of those balances. Select income and expense accounts should also be reviewed.
3. Specifically:
 - a. Cash - The balances in these accounts should agree with the balances shown on the bank reconciliations for each period.
 - b. Accounts Receivable - The balance in this account should equal the total amount of allowable costs incurred by the end of a period, but not yet reimbursed by funders.
 - c. Prepaids – The threshold for recording individual prepaid expenses (those non-personnel expenditures that benefit more than one accounting period) is \$4,000. Lesser amounts should be expended in the month when they occur. Prepaid expenses of \$4,000 or more should be expended over the time period for which they provide benefit.
 - d. Fixed Assets and Accumulated Depreciation - The amounts in these accounts should equal the totals generated from the audited fixed assets and depreciation schedules. When additional purchases are made during the year, these accounts should be updated accordingly.
 - e. Security Deposits - The balance in this account should equal amounts paid in escrow to landlords and lessors and should not change frequently, but should be updated as applicable.
 - f. Accounts Payable - The balance in this account should equal amounts owed to vendors at the end of an accounting period and should be reflected on the aging report.
 - g. Payroll Tax Liabilities - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employer's portion of payroll-related expenses that have not been remitted to the government, various SIMPLE Plans, or other employee benefit providers. Annual leave and comp time earned by, but not yet paid to, employees also should be recorded as a liability.
 - h. Notes Payable - The balances in these accounts should equal the principle of any amounts (e.g., loans) owed to non-vendors at the end of a period.
 - i. Deferred Revenue – The balance in this account should equal the total amount of revenue received by the end of one period that is not earned until a future period. Generally, this includes advances from funders, net revenue (less expenses) received for an event held in the future, and revenue received "up front" from funders that has not yet been spent.

- j. Revenue Accounts - The amounts charged to the various income accounts should be reconciled with funding requests, vouchers, etc. Science conference and other special event receipts should be reported net of related expenses in the income section of the financial statements.
- k. Wage Accounts - The balances in the wage accounts should be reconciled with the amounts reported on quarterly payroll tax returns and on W-2s.
- l. Consulting and Partner Accounts- The amounts charged should be reconciled to the contracts.
- m. Furniture, Equipment, Maintenance and Office Expense Accounts – Any transactions in these accounts should be reviewed and reclassified as fixed assets if they are greater than \$5,000 and pertain to property with a useful life greater than one year.
- n. Indirect Expense Accounts – The balances in the Indirect Expense and Indirect Expense Offset accounts should always zero each other out at the end of a period.

PURCHASES

Purchase of goods, services and equipment shall be consistent with the UCSRB Operations Manual Guidelines – Purchasing Goods, Services and Equipment. See Operations Manual for more detail.

PETTY CASH:

UCSRB will not maintain a petty cash account. All purchases will be made using company checks, the corporate credit card or the employee expense reimbursement process.

CREDIT CARD PURCHASES:

1. The purchase of airline tickets and other authorized business expenditures may be made by UCSRB employees or by the Board of Directors using the corporate credit cards, which are kept in the Finance Manager's locked drawer. In every case, the individual charging the UCSRB credit card account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
2. Authorized uses of the credit card include:
 - a. Support for meetings, events, workshops, and conferences authorized by the UCSRB.
 - b. Airline or rail tickets (at coach class or lower rates) for properly authorized business trips. UCSRB's staff will have a preapproved funding (grant and contract) code in order to charge to the UCSRB credit card. This code will help reconcile the costs of travel with the proper UCSRB program to be charged.
 - c. Lodging and meal charges will be authorized that do not exceed the reimbursement rate for persons traveling on official UCSRB business. Rates are from the State of Washington Office of Financial Management.
 - d. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips.
 - e. Properly authorized expenditures which are large or for which a credit card is the only allowed method of payment.
3. Receipts should be submitted as soon as possible after credit card charges are made.
4. Unauthorized use of the credit card includes:
 - a. Personal or non-business expenditures of any kind.
 - b. Expenditures which have not been properly authorized.
 - c. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - i. UCSRB budget and/or policies.
 - ii. Federal, state, or local laws or regulations.
 - iii. Grant conditions or policies of the entities from which UCSRB receives funds.

PROPER DOCUMENTATION FOR ALL PURCHASES:

Every purchase, by credit card or other means, must be authorized and documented as described below. In addition, an expense claim form must be completed and signed by an employee's supervisor for any expense reimbursements through the payroll process. A purchase request form should be completed for all purchases

to help the Finance Manager assign accounts, grants, and program budgets properly and to ensure that factors such as reputation, quality, cost, and previous experience with the vendor have been considered.

1. Lodging - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
2. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure. For meeting expenses, submit a meeting agenda and a sign-in sheet. Meals associated with travel do not require receipts; see personnel policies for more information.
3. Other Expenditures – Provide a receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. Airfare and other unusual expenditures for which reimbursement will be sought from RCO must be preapproved by the RCO contract manager.

The Finance Manager will double check all reimbursement requests against receipts provided.

FIXED ASSET AND INVENTORY MANAGEMENT

1. A permanent property log or spreadsheet will be maintained by the Finance Manager and the Office Manager for all fixed assets purchased by UCSRB.
2. The log should contain the following information:
 - a. date of purchase
 - b. description of item purchased
 - c. whether item was received by donation or purchased
 - d. cost or fair market value on the date receipt
 - e. donor or funding source, if applicable
 - f. funding source restrictions on use or disposition
 - g. identification/serial number (if appropriate)
 - h. depreciation period
 - i. vendor name and address
 - j. warranty period, if applicable
 - k. inventory tag number (all fixed assets should be tagged with a unique identifying number)
 - l. number of the UCSRB check used to pay for the equipment.
3. At least annually, a physical inspection and inventory should be taken of all UCSRB fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made. See the operations manual for more information about procedures related to asset disposition.
4. The Finance Manager should be informed, in writing, via an interoffice memorandum of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All capital items which have a cost greater than \$5,000 and a useful life greater than one year will be capitalized and depreciated. Assets will be recorded at their purchase price. Donated assets will be recorded at their fair value on the date of donation. Assets will be depreciated on the straight-line basis over their estimated useful lives.

UCSRB INDIRECT/COST ALLOCATION POLICY AND STATEMENT

POLICY STATEMENT:

All direct costs required to operate programs will be charged directly to programs. All indirect costs that can be effectively and efficiently assigned to program operation will be directly charged to programs. Indirect costs that cannot be directly charged to programs will be allocated using a consistent and equitable method of cost allocation that is consistent with grant and contract requirements and generally accepted accounting principles.

RATIONALE FOR POLICY:

The most accurate way to allocate costs is to directly charge each program for the costs required to run that program. Therefore, the UCSRB will directly charge costs when it is possible. There are certain goods and services that are shared by more than one program, however. In many cases we can also directly charge these costs. The remainder of unallocated costs must be allocated to programs based on methods which will approximate the benefits being received.

POLICY IMPLEMENTATION:

When contracts require overhead/indirect rates, costs will be allocated to programs based on benefits as outlined in the line item budgets associated with the different programs. Otherwise, when possible, costs will be allocated directly to the programs that they benefit. Costs associated with overhead/indirect rates include:

- Shared space, including rent, utilities, janitorial services, and building maintenance
- Audit and accounting services
- Insurance
- Advertising
- Legal services
- Dues, subscriptions, licenses, and fees
- General office supplies
- Postage
- Photocopies
- Telephone services, conference calls, and internet subscriptions

- Eligible administrative costs when appropriate.

Administrative costs will be directly charged to programs when applicable. Salaries and benefits for exempt, administrative staff will be prorated among programs to which they charge hours on their timesheets. As needed, each contract may be charged a percentage of wages based on FTE and operating contracts.

PAYROLL

PERSONNEL:

1. The Office Manager/Program Assistant is responsible for maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum:
 - a. Employment application or resume
 - b. Record of background investigation
 - c. Date of employment
 - d. Position, pay rates and changes therein
 - e. Authorization of payroll deductions
 - f. Earnings records for non-active employees
 - g. W-4 Form, withholding authorization
 - h. I-9, Employment Eligibility Verification Form
 - i. Termination data, when applicable
3. All personnel records should be locked in a file cabinet in the Office Manager/Program Assistant's office. Access to these files is limited to the Finance Manager, Executive Director and auditor unless submitted in writing to the Executive Director or the Board of Directors and approved.

PAYROLL PREPARATION AND TIMEKEEPING:

1. Timesheets should be prepared by all staff persons and submitted monthly to the Finance Manager at least three business days prior to the pay date. Time should be entered daily and assigned to specific grants and projects in consultation with the Finance Manager. A monthly payroll billing sheet and annual breakdown of tasks by grant are provided by the Finance Manager to facilitate this process. UCSRB does not allow pay advances.
2. Expense reports should be submitted monthly to the Finance Manager along with timesheets. Expense reports should include all receipts for reimbursements claimed.
3. The Finance Manager will review all timesheets and expense reports for accounting accuracy, then submit them to the Executive Director for approval and signature. The Executive Director's timesheet and expense report will be submitted to the Chair of the Board for approval and signature. If electronic signatures are used, approved timesheets and expense reports will be submitted to the Finance Manager and saved in pdf format.
4. In accordance with federal and state restrictions, overtime compensation is paid to non-exempt employees at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one work week. Non-exempt employees must receive a supervisor's prior authorization for all overtime work performed.

5. Exempt salaried employees will earn comp time on an hour-by-hour basis for hours worked in excess of 40 hours in any one work week. The Executive Director does not qualify for this benefit. An employee may not exceed a comp time balance of 120 hours.
6. The Finance Manager will process payroll in the automated accounting system using timesheets and expense reports. The information recorded should include:
 - a. hours worked, by grant, per timesheets
 - b. changes in pay rates or employment status as documented by email
 - c. vacation, sick or personal hours used and earned per timesheets
 - d. comp time hours earned and used per timesheets
 - e. expenses reimbursed per expense reports
 - f. employee benefits deducted and/or paid by UCSRB per vendor statements
7. Paychecks will be direct-deposited by the Finance Manager by the first business day of each new month after the end of the pay period.
8. After payroll is processed, a spreadsheet is prepared to calculate the monthly payroll tax deposit to the federal government. The EFTPS website is accessed and a deposit is made online. The deposit confirmation is saved and circulated along with the EFTPS spreadsheet to the Executive Director for approval. The Finance Manager records the EFTPS payment in the accounting system.
9. The Finance Manager processes retirement, health, dental and life insurance payments monthly and uses a spreadsheet to reconcile amounts withheld from paychecks to amounts invoiced by and submitted to vendors. Supporting documents are submitted to the Executive Director for approval.
10. Payroll statements are emailed to staff.
11. Payroll processing fees are recorded by the Finance Manager and charged to indirect expense.
12. Expense reimbursements and company-paid benefits are reclassified as needed using journal entries.

Paper copies of expense reimbursements, timesheets and original expense receipts are filed in each employee's payroll folder.

Accrued vacation is calculated and reported to management and the Finance Committee at least annually.

QUARTERLY AND ANNUAL PAYROLL PROCEDURES:

1. The Finance Manager prepares the Employer's Quarterly Federal Tax Return (Form 941), the Washington State Labor & Industries Report, and the Washington State Employment Security Tax & Wage Report quarterly, and pays all related liabilities when filed. Spreadsheets are used to calculate amounts due and to reconcile and record amounts in QuickBooks. Supporting documents are submitted to the Executive Director for approval. The Finance Manager files a signed copy of the 941 and mails it to the IRS. The Washington State reports are filed online and copies kept.
2. The Finance Manager prepares W-2's annually and submits required copies to both employees and the IRS by their respective due dates. A spreadsheet is used to reconcile W-2s to payroll summaries in the accounting system and to quarterly Forms 941 filed in the current year.

3. The Finance Manager prepares 1099s annually for all non-corporate entities to whom UCSRB paid at least \$600 for rent, services, professional or legal fees. S/he submits required copies to both vendors and the IRS by their respective due dates and keeps a copy in the file cabinet.

FINANCIAL REPORTING AND PROCESSES

MONTHLY:

The Finance Manager prepares financial reports as needed for distribution to the Board of Directors, the program managers, and the Executive Director. Such reports may include a statement of profit and loss, a budget-to-actual report for all accounts included in the annual operating budget, and a statement of the agency's financial position at a specific point in time.

The monthly statements should be reviewed by the Executive Director prior to distribution to the Board of Directors. The Finance Manager reviews the financial statements with the Board of Directors at each scheduled meeting.

YEAR-END:

At the end of the fiscal year, the Finance Manager prepares an income statement summarizing the total income and expense activity for the year and a balance sheet showing the agency's financial position at the end of the fiscal year. These reports are reviewed by the Executive Director.

The Finance Manager prepares year-end adjustments and journal entries to the records in preparation for the annual audit. These include depreciation entries, liability accruals, revenue deferrals, asset disposals and other adjustments as needed and allowable. An adjustment to restricted net assets may be required to record any non-federal unexpended grant or contract balances at year end. The Executive Director reviews and approves these entries.

As required, the organization will comply with the FFATA (Federal Funding Accountability and Transparency Act) whenever federal funds are passed through to a subrecipient.

An annual audit will be conducted by an independent accounting firm and the results presented to both the Finance Committee and the Board of Directors.

Upon completion of the audit, the Finance Manager will prepare the Form 990, Return of Organization Exempt from Income Tax, and present it to the Board of Directors for review before submitting to the IRS. The Executive Director signs the Form 990.

CONTRACT/GRANT COMPLIANCE

1. When a new contract/grant is received or renewed, a copy of the executed contract/grant must be forwarded to the Finance Manager.
2. The Finance Manager will provide the Office Manager with a copy of the contract/grant and the Office Manager will seek Executive Committee approval, check the SAM for contractor debarment and file the original contract/grant with all approvals and documentation.
3. The Finance Manager will also set up a permanent file for the contract/grant and maintain the contract/grant along with any other financial correspondence regarding the grant.
4. It is the responsibility of the Finance Manager to review the contract/grant and extract any items which must be complied with by UCSRB. Typically, for government contracts/grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and the Comptroller General's Office to which UCSRB must adhere.

Currently, the publications include:

OMB Circular A-87	Cost Principles for State, Local and Indian Tribal Governments
OMB Circular A-122	Cost Principles for Non-Profit Organizations
OMB Circular A-133	Audits of States, Local Governments and Non-Profit Organizations
OMB 2 CFR 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

GOVERNMENTAL GENERALLY ACCEPTED ACCOUNTING PRINCIPLES:

1. It is a policy of UCSRB to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, UCSRB employees are expected to bring to the attention of management, any instances of non-compliance.

FISCAL POLICY STATEMENTS

1. All cash accounts owned by UCSRB will be held in financial institutions which are federally insured and have a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$5,000 will be capitalized on the books and records of UCSRB.
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions and when preapproved by the Board of Directors. Travel advances must be immediately reconciled to actual expenses utilizing the expense report upon completion of travel. Reimbursements will be paid upon full expense reporting using the official UCSRB form within the normal disbursement schedule.
5. Fiscal Management personnel are required to take annual leave which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the Executive Director.
6. All volunteer time which exceeds \$50 shall be recorded in the records of UCSRB.
7. It is the policy of UCSRB to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
8. It is the policy of UCSRB to establish pay rates which equal or surpass the federal minimum wage.
9. It is the goal of UCSRB to maintain a minimum of seven percent (7%) of the operating budget in its bank accounts at all times. In the event that balances fall below that amount, the Executive Director should be notified immediately.
10. All funds received by UCSRB for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds.
11. A designated individual from the Board of Directors and the Executive Director are signatories of all UCSRB checks greater than \$10,000. One signature by the Executive Director is required for all disbursements less than \$10,000. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
12. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.
13. Separate files will be maintained for each bank account and for each month's expenditures. Files will be kept separately for each fiscal year.
14. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the UCSRB's fiscal year-end accounting records.

