

**ARIZONA CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.
FINANCE COMMITTEE
STANDARD OPERATING GUIDELINES PROCEDURES
(SOG)
REVISED JULY 8, 2014**

Purpose:

To manage and oversee the assets and monies of the Arizona Chapter of the IAAI in a fiscally responsible manner so as to support the chapter mission and activities while assuring accountability for chapter assets.

Composition:

The Finance Committee shall be a standing committee made up of three (3) Arizona Chapter members. The Chairperson shall be the 1st Vice President of the Chapter. The Co-Chairperson shall be the 2nd Vice President of the Chapter. The third member shall be a Chapter member selected by the President of the Chapter to serve a one-year term that can be renewed by the next incoming President. The Chapter Treasurer and Store Manager shall attend all meetings as ex-officio non-voting members.

Duties:

- 1) Conduct a review of the profit and loss statements for the previous quarter or quarters in the current fiscal year prior to each meeting of the Board of Directors and report as necessary to the Board at each meeting.
- 2) Establish procedures by which the budget and accounting of Chapter funds are administered.
- 3) Review the fiscal year-end profit and loss statements as prepared by the Treasurer no later than 45 days after the close of the fiscal year, and report as necessary to the Board at each meeting.
- 4) Refer the Chapter Financial Books to an accountant/bookkeeper designated by the Board to conduct a yearly audit no later than 60 days after the close of the fiscal year, and within 30 days of the assuming of the position by a new Treasurer. Every five years, refer the Chapter books to a certified public accountant designated by the Board, in lieu of an accountant/bookkeeper, no later than 60 days after the close of that fiscal year.

Budget:

The fiscal year of the Arizona Chapter shall begin on August 1 of each year and shall end on July 31 of the following year. Per the Chapter constitution, the budget shall be established prior to the beginning of each fiscal year. Each standing committee and the Board shall submit a proposed budget to support their activities for the following fiscal

year at least 45 days before the end of the fiscal year. The proposed budget shall be in a format prescribed by the finance committee. The finance committee shall then compile the proposed chapter budget, which shall be approved by the Board prior to the end of the fiscal year. The budget shall be a comprehensive document designed to support the committee and chapter activities for the year. Once approved by the Board, the treasurer is authorized to disburse funds upon the request of the committee chairs or other authorized member up to the amount budgeted. Any expenditure exceeding the budget must be pre-approved by the Board, except that the President may authorize emergency expenditures necessary for the good of the chapter. Such emergency expenditures will be reported to the Board at the next board meeting. In such cases, the budget will be adjusted accordingly.

Revenues:

Mail:

All revenues of cash or checks received by mail shall be forwarded to the treasurer who shall expeditiously deposit such revenues and retain copies of all checks and deposit slips in the financial books and/or in electronic files for the respective fiscal year. The president shall designate a member or members to check the Chapter post office box at a minimum of once every two weeks, and to immediately send all statements/invoices and funds for deposit to the treasurer.

Seminars:

All revenues of cash or checks received during class registrations by the Education & Training Committee Chair or designee shall be expeditiously deposited or shall be forwarded to the treasurer. If the ETC Chair or designee makes such deposits, copies of all checks shall be made, and such copies and the deposit slip shall be forwarded to the treasurer, who shall then retain copies of all checks and deposit slips in the financial books and/or in electronic files for the respective fiscal year. The amounts of any checks and cash received by the ETC Chair shall also be entered in Cvent, if possible. All credit card payments for seminars and dues shall be entered in Cvent, and the ETC Chair or designee must provide a Cvent spreadsheet of all transactions for each month to the treasurer on a monthly basis, so the payments can be inputted in QuickBooks.

Store:

All revenues of cash or checks received by the Store Manager or designee shall be expeditiously deposited or shall be forwarded to the treasurer. If the Store Manager or designee makes such deposits, copies of all checks shall be made, and such copies and the deposit slip shall be forwarded to the treasurer, who shall then retain copies of all checks and deposit slips in the financial books and/or in electronic files for the respective fiscal year.

Monthly reports or summaries of all revenues of credit card transactions received by the ETC Chair or Store Manager or their respective designee shall be forwarded to the treasurer, who shall input them in QuickBooks, and retain them in the financial books and/or in electronic files for the respective fiscal year. Upon receipt of such monthly reports or summaries, the treasurer or designee shall be responsible for timely filing on-line monthly report to the Arizona Department of Revenue for transaction & privilege taxes (TPT) as to the gross amounts received by the store each month, and for making timely on-line monthly payments to the Department of Revenue for those months in which revenues were received.

Dues:

If the dues payments are made as part of seminar registrations, they will be entered in Cvent and reported to the Treasurer by the ETC Chair or designee, as provided above. Any checks or cash for Chapter dues received by the Membership Committee Chair or designee shall be entered in the membership records. The Membership Committee Chair or designee shall then send or deliver all such checks and cash received for dues payments to the treasurer, who shall deposit the checks and cash as set forth above and shall retain the deposit receipt and a copy of the checks as provided above.

All dual payments (International and Chapter dues) are made directly by members to International. International should be requested to notify the Membership Committee Chair of the quarterly Chapter dues payments, and to send the check for all quarterly chapter dues to the treasurer, who shall deposit the quarterly checks as set forth above, and who shall then retain the deposit receipts, a copy of the quarterly check, and a copy of the list of new members for each quarter.

All other financial correspondence will be forwarded to the officer or committee chair responsible for the function.

Disbursements:

The treasurer or designee shall be responsible for writing all checks drawn on the chapter account. There should be a minimum of three authorized signers on the chapter account. All checks shall be disbursed in a timely manner, but in no case should the time exceed two weeks from the time of receipt by the treasurer. Monies shall be disbursed only for expenses authorized in the budget or approved by the Board or in case of emergency, by the president.

Accounting:

The treasurer shall keep the accounts of the chapter in a form approved by the finance committee. Prior to each regularly scheduled board meeting, the treasurer shall present profit and loss statements for the previous quarter or quarters in the current fiscal year. Upon request by the finance committee, the treasurer will present to the finance committee for its review, any records it would like to review

Chapter Credit Card:

The Board shall determine which members will be authorized to use a Chapter credit card. The Board shall also have the power to remove any member from access to a Chapter credit card. The Board may authorize more than one member to use a Chapter credit card. Those authorized to use a Chapter credit card shall insure, prior to making an expenditure, that each expenditure is within the amount budgeted for the activity or function that is the subject of the expenditure. If the authorized credit card user is not a Committee Chair or Store Manager, the credit card user shall obtain prior permission from the Chair of the affected Committee for the expenditure, or from the Store Manager for a Store expenditure. The credit card user shall provide the original or a copy of the invoice/statement for each credit card transaction to the treasurer to be retained pending receipt and payment of the monthly credit card statement. Upon payment of the credit card statement, the treasurer shall retain a copy of the credit card statement and accompanying statements/invoices in the financial books and/or in electronic files for the respective fiscal year.