



RICHARD H. STEWARD, JR AMERICAN LEGION POST 543 FINANCE COMMITTEE POLICIES AND PROCEDURES

The following represent general policies and procedures to be followed by members of our Post Executive Committee and Finance Committee. They are not to be construed as part of our Constitution or By-Laws. Please see our By-Laws and Constitution for further policies with regard to the handling of our post's financial affairs.

POLICIES AND PROCEDURES RELATIVE TO BUDGETS:

RESPONSIBLE PARTIES:

General Membership:

The General Membership, by majority vote, has the authority to approve and amend all policies and procedures adhered to by the Executive Committee, Finance Committee and Finance Officer according to our approved procedures in our By-Laws and Constitution. The General Membership, by majority vote, shall approve/disapprove the annual budget or revised annual budget at the program/major budget line level.

Executive Committee:

The Executive Committee is responsible for approving all budgets, reports, policies and procedures implemented that guide the function of the finance Committee and the Finance Officer. The Executive Committee shall provide guidance for preparation (e.g., programs; level of detail; expenditure goals (admin vs program) of the budget to the Finance Committee. The Post Finance Officer shall present for approval, the annual budget at the first General Membership meeting of the new fiscal year and the revised annual budget at subsequent General Membership meetings.

Finance Committee:

The Finance Officer is the Chairman of the Finance Committee. The Finance Committee is responsible for the preparation of the budget, monitoring of the budget, and recommending to the Executive Committee any changes or alterations of the budget. The Finance Committee shall receive budget requests/adjustments from each Budget Lead. The Finance Committee shall coordinate potential changes to budget requests/adjustments with the applicable Budget Lead prior to submitting the budget to the Executive Committee for approval.

Finance Officer:

The Finance Officer is responsible for all the day to day transactions including receipts to and disbursement from any of the various bank accounts owned by the corporation (our post) and the preparation of a monthly bank account reconciliation of each bank account of our post. The Finance

FINANCE COMMITTEE POLICIES AND PROCEDURES (Continued)

Officer will maintain timely and accurate records of our financial status, and report such to the Finance Committee and to the Executive Committee at their monthly meeting. The finance Officer will also prepare and present our current financial status in an abbreviated and concise manner to the General Membership at our monthly meeting.

Budget Leads

A Budget Lead shall be designated by the incoming Post Commander for each budget line item. Budget Leads shall submit an annual budget forecast for receipts, donations, disbursements and expenses to the Finance Committee by June 15 for subsequent fiscal year and proposed budget adjustments, if applicable, prior to the end of each quarter. Budget Leads are responsible for executing the approved/adjusted budget for the applicable budget line item. Budget Leads must ensure that the applicable approved/adjusted expenditure budget line item is not exceeded.

POLICIES AND PROCEDURES RELATIVE TO RECEIPTS AND DONATIONS:

General Membership:

Any member of our post that is in receipt of a donation or any other receipt of funds both checks and cash, which are contributed to our post, and, therefore, are the property of our post will be responsible for delivering said funds to the Finance Officer. The recipient should convey the wishes of the donor. This delivery should be done in a timely basis, not to exceed seven days of the receipt of funds.

Finance Officer:

The Finance Officer shall verify that the proper budget line item has been identified by the member delivering the funds. The Finance Officer will deposit the funds in the proper bank account, update our records to reflect the nature of the receipt, credit the receipt to the appropriated budget line item and update our financial records.

POLICIES AND PROCEDURES RELATIVE TO DISBURSEMENT AND EXPENSES:

General Membership:

All expenditures must be approved in advance by the Budget Lead or the Executive Committee. Any member of the General Membership, Executive Committee or Finance Committee that incurs an approved expense on behalf of our post shall prepare an expense reimbursement form detail the expense and budget line item to which he or she recommends that the expense be charged. All expense reports should be delivered to the Finance Officer within 15 days of the expense being incurred.

Executive Committee:

The Executive Committee is responsible for approving all expenditures in excess of \$100.

FINANCE COMMITTEE POLICIES AND PROCEDURES (Continued)

Finance Officer:

The finance Officer shall verify that the proper budget line item has been identified by the member submitting the expense report and that sufficient funds are available for expenditure within the budget line item. The Finance Officer will review and approve the expense reimbursement in conjunction with the post Adjutant or Commander. The Finance Officer will prepare the check from the proper bank account, update our records to reflect the nature of the expenditure, charge the payment to the appropriate budget line item, and update our financial records. Reimbursement checks signed by two authorized signatures (Commander, Adjutant and Finance Officer) of the post will be prepared and delivered to the deserving party on a timely basis.

POLICIES AND PROCEDURES RELATIVE TO FINANCIAL REPORTS;

RESPONSIBLE PARTIES:

General Membership:

The Finance Officer is responsible for present an abbreviated financial status report to the General Membership at each monthly meeting. Each member has the right to request a detailed review of the financial reports.

Executive Committee:

The Executive Committee is responsible for reviewing the monthly financial reports in the level of detail outline in the budget preparation guidance. The executive Committee shall prescribe the level of detail for abbreviated financial reporting for the general membership.

Finance Committee:

The Finance Officer shall designate a committee member to be the Budget Officer who is responsible for the preparation a timely reports as to the monthly status of our post's financial affairs. The Budget Officer shall review the detail monthly transactions; identify any discrepancies and notify the Finance Officer of the potential discrepancies as soon as practicable. The monthly status report shall be submitted to the Finance Officer by the 15th of the month.

FINANCE COMMITTEE POLICIES AND PROCEDURES (Continued)

Finance Officer:

The Finance Officer will maintain timely and accurate records of our financial status. The Finance Officer shall provide a monthly detailed transaction report to the Budget Officer no later than the 5th of the month. The Finance Officer shall resolve all potential discrepancies identified by the Budget Leads or Finance Committee as soon as practicable. The Finance Officer shall present the monthly financial status report prepared by the Finance Committee to the Executive Committee at their monthly meeting. The Finance Officer will also prepare and present our current financial status in an abbreviated and concise manner to the General Membership at our monthly meeting.

Budget Leads:

Budget Leads should review the monthly financial status reports to verify that all applicable transactions have been recorded accurately. The Budget Lead shall identify any discrepancies and notify the Finance Officer as soon as practicable.