

## FISCAL POLICIES

### FBDC A CONSTITUTION AND BYLAWS DEALING WITH FISCAL ISSUES

#### Constitution Article I, Section 3

*The Club is a not for profit organization and no part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the objectives set forth in Section 2.*

#### Bylaws Article III, Section 2 (d)

*The Treasurer shall collect and receive all monies due or belonging to the Club. He/she shall deposit the same in a bank approved by the Board, in the name of the Club. His/her books shall at all times be open to inspection of the Board and he/she shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting he/she shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be insured in such amount as the Board of Directors shall determine.*

### **Bank Accounts**

#### General Fund

- The club Treasurer will maintain the club's General Fund checking account and any other account(s) established in the club's name, such as savings account, CDs, money market accounts, etc.
- A second FBDC A Board Member shall be a signatory to all of the club's accounts.

#### Show Fund

- The National Specialty Oversight Committee Treasurer shall maintain the Show Fund and will manage income and expenditures related to the National Specialty.
- Another member of the NSOC shall be a second signatory to the Show Fund bank account.
- The NSOC Treasurer should be bonded or insured.
- The Top Twenty Invitational income / expenses will be deposited in/ disbursed from the Show Fund by the NSOC Treasurer, but records kept as a subsidiary of the Show Fund. The Chair of the Top Twenty Committee or a designated committee member will be responsible for maintaining the Top Twenty budget and actual income and expense records. A complete report will be given to the Show Fiscal

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Treasurer no later than two weeks after any national specialty show. The Top Twenty books should balance out annually unless there is a surplus, in which case

that surplus should carry over to the following year.

- After each national specialty, the Club Treasurer, together with the NSOC Treasurer, will recommend how much of the show surplus will remain in the show fund and how much will be transferred to the club's general fund.

### **Check policies**

- All checks submitted to the FBDCA Treasurer or the NSOC Treasurer will be in US Dollars.
- No postdated checks will be accepted.
- Checks will be processed in a timely manner. When possible, checks should be deposited two weeks prior to any event to allow the checks to clear.
- Bad checks: In the event of a check being returned for insufficient funds, the Treasurer will send to the person writing the check a certified letter detailing the date, amount, and check number. The Treasurer will also list the outstanding amount due which will include the check amount, any bank fees assessed, and an additional \$10 service fee. If the same check is returned for insufficient funds when resubmitted to the bank, or if additional checks written by that person are returned for insufficient funds, the service fee for each will be \$25.

If the person who wrote the check is a member of the FBDCA, he will have 30 days from the date of receipt of the certified letter to return the entire outstanding amount due as a money order or cashier's check in order to remain a member in good standing with the club. After the 30- day period, if the outstanding amount has not been remitted to the Treasurer, the Treasurer shall notify the Board of Directors that the member is in arrears and therefore is a member **not** in good standing. A member not in good standing will be removed from the club chatlist, will be unable to access the members section of the club website, will not have the privilege of voting or nominating, and will not receive club mailings. A member in arrears who applies for membership renewal will not be accepted for renewal until such time that all outstanding amounts are received. Any dues sent by a member who is in arrears will be applied to the amount owed the club, not to dues.

### **Credit Cards**

- The FBDCA treasurer may obtain a credit card for the exclusive use of those persons charged with purchasing material and supplies for FBDCA usage. Those Fiscal Policies

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using the card shall provide the treasurer with receipts or other proof of expenditure.

### **Audits / Financial Reviews**

- The Board will annually appoint an Audit Committee to examine the FBDCA Treasurer's books and the NSOC Treasurer's books and make a report to the Board.

- The Committee will consist of one Board member other than the treasurer and two other people, at least one of whom should be from the general membership.
- The Treasurer will arrange for an annual financial review or audit of the books by the Audit Committee.
- If possible, this should be done early in the year and the report of the committee given to the membership at the Annual Meeting.
- Should the club's income increase to the amount, currently \$25,000, that would trigger the IRS requirement that we file a tax return, the treasurer is authorized to engage an accountant for that purpose. The accounting fees for such must be approved by the board prior to engagement.

### **Charitable Fund Interactions**

The FBDCA board or an FBDCA Committee Chair may from time to time submit a grant proposal concerning health, rescue or education to the FBDCA Charitable Fund. The FBDCA treasurer and the Charitable Fund treasurer will work together so that such a grant is clearly reflected and accounted for in each organization

### **Online transaction policies**

- The FBDCA treasurer will establish Paypal, merchant services, and gateway provider accounts. These are currently the methods used for Internet transactions. The NSOC treasurer will work with the FBDCA treasurer to make sure that all online transactions (many of which are show transactions) are properly accounted for.
- Insofar as the Charitable Fund requires online transactions, the CF treasurer will work through the FBDCA treasurer to establish purchase methods and to ensure that such transactions are properly accounted for.
- The three treasurers, led by the FBDCA treasurer, will together agree on procedures for recognizing online transactions.

### **Reimbursement policies**

#### General Fund

- Officers and Directors may be reimbursed for expenses incurred as a result of normal Board activities. Requests for reimbursement must be accompanied by receipts or proof of expenditures. Any bills submitted for a single expenditure in excess of \$100 and not previously approved are to be reviewed by the President. If either the Treasurer or President have questions regarding the submitted bill(s), the bill(s) so questioned will be referred to the entire Board for consideration. Expenses

should be submitted at least quarterly or more often as needed.

- Committee members who incur out of pocket expenses shall send their receipts and requests for reimbursement to their Committee Chair, who shall then submit them to the Treasurer. Any single expenditure of over \$100 by committee members should be approved in advance by the Committee Chair.
  
- Should the Treasurer feel that there is a question about any request for reimbursement, such request will be referred to the President who may then either
  - (a) authorize the disbursement or
  - (b) submit the request to the Board via email or at a board meeting for discussion and approval/denial.

## **Financial Planning**

### Committees' Budgets

- Each Chair of a committee that anticipates any income or expenses during the year will submit a proposed budget to the FBDCA Treasurer at least one month before the beginning of each fiscal year so that the Treasurer may integrate these needs with the club's cash flow.

Approved by Board 2/25/09