

BENNETT COLLEGE NATIONAL ALUMNAE ASSOCIATION FINANCIAL POLICY

Purpose

The purpose of financial management in the operation of all Bennett College National Alumnae Association (“BCNAA”) activities is to fulfill the organization’s mission in the most effective and efficient manner and to remain accountable to stakeholders. In order to accomplish this, BCNAA commits to providing accurate and complete financial data for internal and external use by the Board of Directors (the “Board”).

Authority

The Board is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board’s behalf on financial matters when action is required in advance of a meeting of the Board.

- The Board authorizes the Treasurer to pay bills, receive funds, and maintain bank accounts.
- The Treasurer is authorized to be co-signatory on all contracts with the President.
- The Treasurer is authorized to sign checks up to \$250.00. Checks for amounts greater than \$250.00 shall require the signature of the President.
- The Treasurer is authorized to manage expenses within the parameters of the overall Approved Budget, reporting to the Finance Committee on variances and the reason for these variances.
- The Board must approve any use of cash reserves.

Responsibilities

The Treasurer shall:

- Report financial results of BCNAA operations according to the schedule established by the BCNAA Bylaws.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.
- Limit vendor credit accounts to prudent and necessary levels.
- Obtain competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, and other elements of the contract. BCNAA may award the bid to any provider and is not required to accept the lowest cost proposal.

The Board of Directors shall:

- Review financial reports at each board meeting.
- Provide adequate training to members to enable each member to fulfill her financial oversight role.

Financial Transactions with Insiders

No advance of funds to officers or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

In no case shall BCNAA borrow funds from any officer or director of the organization without specific authorization from the Board.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific objectives, the Finance Committee shall:

- Submit budgets to the Board in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

Gift Acceptance

BCNAA shall accept contributions of goods or services other than cash that are related to the operations of BCNAA. Any other contributions of non-cash items must be reviewed and approved by the Board before acceptance.

Asset Protection

In order to ensure that the assets of BCNAA are adequately protected and maintained, the Finance Committee shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members or the organization itself to levels indicated in consultation with suitable professional resources.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.