



Accounting Policy

Adopted August 15, 2024

Table of Contents

About.....	3
Purpose.....	3
Authority	3
Applicability	3
Commitments	3
Changes and Amendments	3
Internal Controls.....	3
Financial Records.....	4
Bank Signatory Cards.....	4
Purchasing Authority	4
Procurement Standards.....	4
Debit/Credit Cards	5
Accounting Policies and Procedures	5
Budget	5
Bank Reconciliation.....	5
Cash Receipts/Revenue.....	5
Wire Receipts	5
Credit Card Receipts	6
Cash Management.....	6
In-Kind Contributions	6
Unrestricted Contributions	6
Restricted Contributions.....	6
Property and Equipment	7
Accounts Payable	7
Accounts Receivable	7
Travel Expenses	7
Expense Reports	7
Receipts.....	8
Reimbursements	8
Allowable Expenses.....	8
Non-Allowable Expenses	8

About

Purpose

The purpose of this manual is to define the policies that govern the day-to-day financial and accounting operations of the TLC.

Authority

The Board of Directors possesses the ultimate authority to approve, modify, revoke, or suspend these policies.

The Chairman of the Board of Directors is responsible for overseeing and implementing these policies.

The Treasurer shall have knowledge of all funds and securities of the TLC.

Applicability

These policies shall apply to all members of the Board of Directors, staff, volunteers, and applicable consultants.

Commitments

The administration of the TLC shall develop a process of orientation for all those affected by these policies to understand them.

Changes and Amendments

All proposed changes to these policies shall be made to the Chairman and the Treasurer. The Officers shall discuss the changes with the Accountant. If it is decided to formally recommend changes, the Chairman shall place the item on the agenda for the Board of Directors.

All changes must be consistent with applicable federal and state laws.

Internal Controls

The following internal controls shall be established and followed to provide a reliable and dependable accounting system with regard to recordkeeping, cash receipts, and cash disbursements.

Financial Records

The Treasurer shall keep or cause to be kept an accurate, complete, legible, and permanent record of all financial transactions. General accounting records shall be prepared in accordance with Generally Accepted Accounting Principle (GAAP) and are subject to annual financial audits.

Bank Signatory Cards

Bank signatory cards shall be kept on file and renewed within two (2) weeks of the election of a new Chair or Vice Chair.

Purchasing Authority

The following Purchasing Authority Matrix shall govern budgeted and non-budgeted expenses. All transactions will require the approval of the Chair and Vice Chair at a minimum.

Title	Budgeted Expenses	Non-Budgeted Expenses
Board of Directors	No approval required	Greater than \$25,000
Chair	Approval required	\$25,000 and below
Vice Chair	Approval required	\$25,000 and below

Procurement Standards

As a best practice, product or service procurement that involved a documented contractual agreement should be discussed with the Chair or Vice Chair, and at a minimum, proof of competitive pricing should be established.

The following Procurement Matrix shall govern the procurement process:

Amount	Bids Required	Number of Bids
\$0.01 to \$10,000.00	No	N/A
\$10,000.01 to \$250,000	Yes	3
\$250,000.01 and above	Yes	3 sealed bids

Sole source may be used only when one or more of the following apply:

1. The item is available only from one source
2. Emergency situations
3. Express consent from the funding agency, if applicable
4. After solicitation of a number of sources, competition is inadequate.

Debit/Credit Cards

Debit and or credit cards will be the property of the TLC and are not the personal property of the card holder.

Debit cards are limited to the authorized signers who are Officers of the TLC.

Credit cards may be issued by the TLC to Directors, employees, or agents of the TLC.

All transactions on a debit or credit card must be supported by documentation such as itemized receipts. All charges that are not allowable shall be reimbursed to the TLC within fourteen (14) business days.

Accounting Policies and Procedures

Budget

A budget shall be adopted by the Board of Directors for each fiscal year based upon a needs assessment, organizational priorities, availability of support, and revenue estimates.

Budget to Actual Reports will be given to the Chair, Vice Chair, or Treasurer upon request and will be included in the financial packet given to the Board of Directors for their meetings.

Budgets will be reviewed by the Officers every quarter to account for over and under expenditures or changes in revenues. The Treasurer shall complete a budget modification as needed and inform the Board of Directors once the budget revision is complete.

Bank Reconciliation

All bank accounts shall be reconciled with the general ledger monthly. The Treasurer shall be responsible for bank reconciliations so long as they are not an authorized signer on the account.

Cash Receipts/Revenue

Cash Receipts/Checks

Checks shall be deposited within twenty-four (24) hours and credited to the general ledger.

Wire Receipts

Payments may be received through a wire transfer. A wire is processed through the bank and credited to the general ledger.

Credit Card Receipts

TLC uses various third-party service providers to process credit card payments for several TLC Events. The most common method is Stripe, where Stripe will transfer funds to the general operating account. The Treasurer shall receive a login to all third-party service providers to be able to download reports in order to reconcile activity to the general operating account.

Cash Management

Cash Flow Reports shall be prepared monthly, or as requested.

In-Kind Contributions

In-kind contributions are donated services, supplies, materials, publications, and facilities whose original costs are paid by another entity; yet whose donations are directly benefiting the TLC. Donated services can range from the limited participation of many individuals in meeting registration and setup to ongoing participation in programs or supporting services of the TLC.

Records of in-kind contributions are to be kept accurately and should include the name and position of the person rendering the service, description of the services provided, and program or activity benefitted, gross valuation of the services, and amounts, if any paid in cash the next contribution recorded. Donated supplies, materials, publications, etc, should be recorded as contributions and as inventory in the period received at fair market value. The number of donated facilities to be recorded in the financial statements is the fair market value of the facilities less any contractual lease obligations, if the TLC received the use of the facilities below market rates.

An acknowledgment of an in-kind contribution shall be sent to the donor.

Unrestricted Contributions

Unrestricted Contributions are donated services, supplies, materials, publications, and facilities whose original costs are paid by another entity and do not have specific restrictions for use. These funds can be used in any way that the TLC and its Board choose in support of the TLC. A receipt from the TLC for such donations shall be provided to contributors of \$250 or more.

Restricted Contributions

Restricted Contributions are donated services, supplies, materials, publications, and facilities whose original costs are paid by another entity and are identified for a specific purpose or program by the donating entity and cannot be used for other expenses. The donating entity will outline the restrictions via written instructions, and the TLC will use these funds for the intended purpose only as noted by the donating entity.

Records of restricted contributions are to be kept accurately and tracked for its intended use. Record of the use of the restricted contributions may be provided to the donating entity as requested. A receipt from the TLC shall be provided to contributors of \$250 or more.

Property and Equipment

The plant, property and equipment (PPE) of the TLC shall be used to carry out the organizations' mission and to generate additional revenue. These physical assets with long useful lives include buildings, furniture, computers, office equipment, machinery, and vehicles. The useful life of these assets can be determined using IRS guidelines and industry standards. The Fixed Assets of the TLC will be recorded and disposed of or sold in accordance with Generally Accepted Accounting Principle (GAAP).

Accounts Payable

Approved purchases in accordance with the Purchasing Matrix and Procurement Matrix shall be sent to the authorized signers and the Treasurer on an Accounts Payable (AP) email. The email shall include Date, Check Number/Last 4 of Card Number, Payee, Amount, Memo, Program, Budget Line Item.

The Aging AP Report shall be produced monthly and shall be sent to the Chair, Vice Chair, and Treasurer for review. The AP Aging Report will also be included in the financial packet given to the Board of Directors for their meetings.

Accounts Receivable

The Aging Accounts Receivable (AR) Report shall be produced monthly and shall be sent to the Chair, Vice Chair, and Treasurer for review. The AR Aging Report will be included in the financial packet given to the Board of Directors for their meetings.

Travel Expenses

Travel expenses shall be approved and reconciled in accordance with the Travel Policy and the Expense Reports section of the Accounting Policy.

Expense Reports

Expense reports will be completed for all TLC credit card transactions or reimbursements monthly at a minimum.

Receipts

All receipts and expense reports if applicable will be due on the 1st of every month to the Treasurer. This will allow the Treasurer the ability to reconcile the accounts in a timely manner.

Receipts shall be required for all expenses including credit card transactions and requests for reimbursements.

Detailed itemized receipts shall be required for all transactions. If the receipt is from a meal or food & beverage, the name of the person(s) that attended the meal or event shall be written on the receipt by the purchaser.

Reimbursements

Reimbursements shall be processed for individuals who do not have a TLC debit/credit card or used a personal card. Reimbursements will only be processed after the Chair or the Vice Chair have approved the Expense Report. Once the Expense Report has been approved the Treasurer shall enter the transaction(s) in the financial reports. The accounts payable process shall govern how reimbursements are conducted.

Allowable Expenses

Allowable expenses shall include:

1. Approved business travel costs to include flights, hotels, ride shares, tolls, parking, meals, and food & beverage
2. Approved business entertainment with sponsors

Non-Allowable Expenses

Non-allowable expenses shall include:

1. Personal meals for non-business travel
2. Personal alcohol not accompanying a TLC business function or activity
3. Personal entertainment
4. Fuel in a personal vehicle
5. Personal room charges