



## Financial Policies Statement

### Bank Accounts

*Campaign Funds* are kept at Columbia Bank, Winslow Branch: Campaign checking account.

*Operations Funds*, including reserves, are kept at

Chase Bank Winslow: Operations checking account

JP Morgan Chase (within Chase Bank on Winslow Way): Brokerage account

Edward Jones, John Baggatt and Christy Givans: Operations Reserves investment account

Bainbridge Community Foundation: Operations Endowment (Nonprofit Agency Fund)

### Mail

The Executive Director is responsible for retrieval of mail at the US Post Office box on Winslow Way. Two keys are kept: one for the office (for emergencies only) and one for the ED. Mail is brought to directly to the OCFA Office where it is opened promptly. Opened mail that contains checks or donor credit card information is stored in a locked cabinet in the office.

### Campaign Deposits

Campaign donations are processed as follows:

**Checks/Cash:** Checks are received by mail or in person in the OCFA office. All checks are copied and kept with donation forms for data entry. Executive Director totals and deposits checks and cash in the Campaign checking account within 48 hours of receipt. Donors' names and contact information, including donor distribution instructions, is then entered manually into our database (Salesforce) by our Data Management Specialist. All donation forms and check copies stay on site at the OCFA office.

**Credit Card donations by mail:** Donation forms with donors' credit card numbers are processed in the OCFA office by the Executive Director and credit card numbers are redacted after a transaction has been processed. Contributions are processed via Authorize.net and deposited in the Campaign checking account. Donors' names and contact information, including donor distribution instructions, are then imported into our database by the Data Management Specialist.

**Credit Card donation by phone:** Donors may call the OCFA land line and give their credit card information over the phone (not left on voicemail). Executive Director will complete a donation form on behalf of the donor and gift is processed as above.

**Credit Card donations online:** Contributions are processed via Authorize.net and deposited in the Campaign checking account. Donors' names and contact information, including donor distribution instructions, is then imported into our database by the Data Management Specialist.

Gifts of Appreciated Assets: Gifts of stock or other appreciated assets are received electronically via the brokerage account at JP Morgan Chase. The broker has a standing order to liquidate stock or mutual fund shares within 24 hours of receipt. The Executive Director is then notified of the exact number of shares and type of property. Proceeds of the sale are transferred to the Operations checking account. The Executive Director then writes a check to OCFA in the exact amount of the proceeds, which is deposited in the Campaign checking account, subject to the same procedure as "Checks/Cash" above.

PayPal donations: PayPal contributions are received via a PayPal account and transferred at least monthly to our Campaign Checking account by the Executive Director or Bookkeeper. Donors' names and contact information, including donor distribution instructions, is then imported electronically into our database by the Data Management Specialist.

### Operations Contributions

Checks are received via USPO or in person in the OCFA office, and are deposited directly into the Operations Checking account at Chase Bank. Only checks and cash are accepted. If a donor would like to use a credit card or PayPal to make an operations deposit, they are instructed to make a campaign donation and designate OCFA as the recipient organization. Funds are then deposited in the Operations Checking account as a campaign distribution, usually during regular distribution periods in January and August.

### Operations Reserves

The OCFA Board of Directors maintains an Operations Reserve equivalent to one year's operating budget. These reserves are kept in the Operations Checking account or invested in laddered CD's or Money Market accounts at Chase and Edward Jones. In advance of each quarter, the Treasurer works with the Executive Director to ensure that the Operations Checking account has enough funds to pay predicted expenses in the upcoming quarter, and a minimum of \$20,000 is kept in the Chase brokerage account (in cash) as a buffer. Remaining Operations Reserve funds may be invested in CD's OR a Money Market account at Edward Jones, at the discretion of the Treasurer. The Treasurer notifies all signers by email when any transfer of funds or investment decisions are made.

### Endowment

OCFA maintains an Endowment (also known as a Nonprofit Agency Fund) at Bainbridge Community Foundation. A separate Endowment Policy Statement (approved October 2018) details how that fund is managed and reported.

### Expenses

The Executive Director pays all bills for the organization, with checks written from the OCFA Operations Checking account. A second signer is required (by OCFA) for all checks over \$1000. Documentation of all expenses and invoices is entered into Quickbooks by the Bookkeeper. The Bookkeeper does not have access to the checkbook or agency credit card.

### Agency Credit Card

OCFA holds a credit card with Chase Card Services. Vice President Jonathan Green currently serves as guarantor on the account. The card is used for office supplies and online purchases not exceeding \$1000 unless approved by Jon. The balance is paid by check before the due date each month. If the bill exceeds \$1000 in total, a second signature is required.

### Financial Reporting and Reconciliation: Campaign

After the close of each month, the OCFA Bookkeeper reconciles all campaign deposits (via check, cash, credit card, and PayPal) with the database and the bank statements. Errors are resolved within the following month, so that the database, donor information, and designation details all match.

During the active campaign phase (October through January) a Campaign Report is shared with the board. The Campaign Report is not reconciled with Quickbooks.

### Financial Reporting and Reconciliation: Operations

After the close of each month, the OCFA Bookkeeper reconciles all operations deposits and expenses paid in Quickbooks. A balance sheet, which includes separate accounts for Campaign and Operating balances, along with a Profit & Loss Statement and Bank Register is emailed to the Executive Director and Treasurer. The Executive Director reviews and notes any errors or discrepancies, and the Treasurer then completes a Treasurer's Report for the Board of Directors, which shows the profit & loss statement as compared to the operations budget. This report, and a balance sheet, are shared via email with the entire board and reviewed at each meeting.

### Campaign Disbursements

100% of campaign funds are disbursed to participating agencies twice yearly: January and August. Early disbursements, outside of this calendar, may be requested by any participating agency. Checks over \$1000 require two signatures. The August distribution includes Community Fund shares earned by each organization.

### Acknowledgments

Credit Card donors receive an immediate acknowledgement via email. IRS-compliant acknowledgement letters are printed and mailed to all donors of gifts of \$50 or more before January 31 of the year following the contribution. Participating partner agencies may send informal thank-you notes but formal tax acknowledgements are explicitly prohibited.

### Donor Records Retention

Donation forms and copies of checks are retained in the OCFA office for one year following the end of the campaign in which they are received.