

Central Illinois Emmaus Financial Policies and Procedures

The purpose of the financial policies and procedures is to assure that Generally Accepted Accounting Principles (GAAP) are being followed, that all federal and state 501(c)(3) annual reports are being filed in a timely manner with integrity of the information they contain.

Failure to adhere to these policies and procedures in a timely manner shall be grounds for removal of a CIE Officer or Director from one's office and/or board. Timely is defined here-in as within less than thirty days from receipt from the CIE post office box or receipt by a CIE board member, or prior to legally established deadlines. Integrity of information refers to the probity and proper communication of all and only the expected and required knowledge.

CIE financial accounting shall follow GAAP cash accounting procedures.

PROCESSING OF DONATIONS AND INVOICES RECEIVED BY MAIL

Financial Transmittal Form—A pre-numbered Financial Transmittal Form (FTF) shall be used to transmit all donor checks/money orders and invoices to the next person in the finance handling process. The FTF shall be completed in ink, signed and dated by both the 1st Assistant Community Lay Director (1st ACLD) and a witness. The 1st ACLD, who prepares the FTF, shall make two (2) photocopies of the FTF. The original FTF shall accompany any checks/money orders/invoices to the next person in the chain of financial processing. One (1) photocopy of the FTF shall accompany documents sent/given to the Treasurer. One (1) photocopy of the FTF shall be kept by the 1st ACLD for their records in numerical order. The FTF photocopies may be destroyed after the notification of completion and approval of the CIE Financial Records audit.

Mail Retrieval—All donations and invoices sent to Central Illinois Emmaus (CIE) through the United States Postal Service shall be sent to the official CIE address: Central Illinois Emmaus, P.O. Box 13244, Springfield, IL 62791-3244.

The CIE post office box shall be checked no less than one (1) time each week by the person designated to collect the mail. Each envelope shall be date stamped on the front of the envelope with the date it was retrieved from the CIE post office box. This person shall not open any envelope. All mail shall be delivered (sent/given) to the 1st ACLD.

Mail Processing—Envelopes addressed to a specific Board Member shall be forwarded unopened to addressee by mail or in person by the 1st ACLD at the next CIE Board meeting.

Mail not addressed to a specific Board Member shall be opened by the 1st ACLD in the presence of one witness. The witness shall, upon completion of the processing of donor checks/money orders, and invoices, sign the FTF verifying that he/she witnessed the opening of the envelopes, and that all donations and invoices were handled according to the procedures set forth here-in.

RECEIPTS – The 1st ACLD, upon opening a donation/gift envelope in the presence of the witness, shall immediately stamp the back of all donation checks or money orders with the “For Deposit Only to [the Designated CIE Bank Account]” stamp. The 1st ACLD shall (also in the presence of the witness) make two (2) photocopies of the front of the check together with the front of the envelope showing return addresses and date mailed and received. Once stamped for deposit and photocopied, the original donations, envelopes, and one photocopy of the donations and envelopes shall be delivered with the original FTF to the 2nd ACLD in person or by mail. The second copy of the donations and envelopes with the second photocopy of the FTF shall be sent/given to the Treasurer.

INVOICES – The 1st ACLD, upon opening an envelope containing an invoice, shall stamp the front of the invoice with the date received and circle due date for any discount. The 1st ACLD, in the presence of the witness, shall make two (2) photocopies of the invoice together with the envelope in which the invoice was received with return address showing. One (1) photocopy of the invoice(s) with the accompanying envelope(s) shall be sent/given to the Treasurer by the 1st ACLD with a copy of the completed FTF. The original invoice, envelope, and second photocopy of the invoice and accompanying envelope, and a photocopy of the FTF, shall be retained by the 1st ACLD and processed according to the policies and procedures as outlined in “Approval of Invoices” subsection or “Reimbursements/Payments” section of the CIE Financial Policies and Procedures.

DEPOSITS

Funds Received by Mail—The 2nd ACLD shall sign and date the original FTF received from the 1st ACLD, with the date he/she received the donations from the 1st ACLD. The 2nd ACLD assures that the back of each check has been stamped with a “For Deposit Only To (the designated CIE Bank Account)” and that there is a photocopy of the donation check and envelope present along with the original. The 2nd ACLD shall then fill out deposit slips and make two (2) photocopies of the deposit slip(s). The 2nd ACLD shall then deposit the checks in the designated CIE bank account. The 2nd ACLD shall sign and date the original FTF indicating when the deposit was made, and when the deposit slips, envelopes from donations, and photocopies of checks and envelopes were forwarded to the Treasurer and bookkeeper, and make two (2) copies of the FTF. The original deposit slips, original envelopes from donations, and photocopy of the check(s) and envelope(s) and one photocopy of the deposit slip(s) shall be sent/given to the Bookkeeper accompanied with the original FTF. The 2nd ACLD shall also send/give a photocopy of the deposit slip(s) and a copy of the FTF to the Treasurer. A photocopy of the FTF shall be kept for the 2nd ACLD’s records.

The Bookkeeper shall sign and date the original FTF upon receipt of photocopies of check(s)/money order(s), accompanying envelopes. The Bookkeeper shall enter the checks into the books, and keep a record of the donations (name, date, and amount)for each person. The photocopies of the check(s)/money order(s), together with accompanying envelope(s), and deposit slip(s) shall be retained in a file as part of the annual accounting records.

The Bookkeeper shall prepare donor receipts and send/give them to the Treasurer, keeping a copy for their records. The Treasurer shall, in a timely manner, review the receipts from the Bookkeeper against the photocopies of the checks received from the 2nd ACLD, and upon approval of the receipts mail the receipts to the donors' following IRS regulations. The Bookkeeper shall place the original FTF in a file containing the current year's FTFs

Funds Received by Registrar—All funds received by the Registrar for a Walk Candidate shall be sent/given to the 2nd ACLD at the next scheduled CIE Board meeting after a candidate's acceptance to a walk. The Registrar shall stamp the back of each check with a "For Deposit only to [the designated CIE bank account]" stamp, and make two photocopies of each check together with accompanying registration envelope showing the return address. The Walk number shall be included on the photocopies of the check and accompanying envelope.

The Registrar shall initiate a FTF with signature and date of transmittal, and give the FTF and checks to the 2nd ACLD. The Registrar shall make a photocopy of the FTF and keep for their records.

The 2nd ACLD shall, upon receipt of a FTF and any registration fees, sign the FTF with date or receipt, fill out a deposit slip, make two photocopies of the deposit slip, and deposit the monies in the designated CIE bank account.

The 2nd ACLD shall sign the original FTF and record the date of transmittal of documents to the Bookkeeper and Treasurer. Two copies of the FTF shall be made by the 2nd ACLD.

The 2nd ACLD shall send/give one photocopy of the FTF and a photocopy of the check(s) and deposit slip(s) to the Treasurer, and the original FTF and one photocopy of the check(s) and the original deposit slip(s) to the Bookkeeper.

The Bookkeeper shall enter the check(s) into the books using the name of the person writing the check, as well as placing the candidate(s) name(s) designated in a memo, along with the appropriate Walk number. The Bookkeeper shall place the original FTF in a file containing the current year's FTFs as part of the official CIE financial records.

Funds Received by Collections at Apostolic Hour, Closing, Gathering, or Other Events—All offering monies collected at Apostolic Hour, Closing, Gathering, or other event, shall be counted by no less than two (2) people, recorded, in ink, on a tally sheet. The monies, checks, and tally sheet shall then be placed in an envelope. On the tally sheet, the number of each coin and bill type, and number and total amount of checks shall be recorded. The total value of each coin and bill type shall be recorded on the tally sheet with a total of the cash received. The envelope with the cash, checks and tally sheet shall be sealed. On the front of the envelope, the event type, date, and Walk number (if appropriate) shall be recorded, and signed and dated by the persons counting the monies. The envelope shall then be sent/given to the 2nd ACLD. The envelope shall serve as the FTF for donations collected at Emmaus events.

The 2nd ACLD shall initiate, sign and date a FTF with the receipt date.

The 2nd ACLD shall open the envelope, recount the coins and bills, and make two photocopies of coins and bills. The checks shall be stamped on the back of each check with the “For Deposit Only [to the designated CIE Bank Account]” stamp, and two photocopies made of the front of each check by the 2nd ACLD. Two photocopies of the deposit slip(s) shall be made by the 2nd ACLD. The 2nd ACLD shall then deposit the cash and checks in the designated CIE bank account with the deposit slip(s), noting the date of deposit on the FTF. The 2nd ACLD shall sign and date the FTF with the date the deposit slip(s), and photocopies of the cash and checks are forwarded to the Bookkeeper and Treasurer and make two photocopies of the FTF. One photocopy of the cash, check(s) and original deposit slip(s) shall be sent/given to the Bookkeeper with the original FTF. The second photocopy of the cash, check(s) and deposit slip(s) shall be sent/given to the Treasurer with a copy of the FTF. The 2nd ACLD shall keep a copy of the FTF for his/her files.

The bookkeeper shall enter the cash and check(s) into the books. Checks shall be recorded using the name of the person writing the check. The bookkeeper shall prepare donor receipts and send/give them to the Treasurer. The Treasurer shall, in a timely manner, review the receipts against the photocopy of the checks, and when approved, mail the receipts to the donors’ following IRS regulations. The Bookkeeper shall place the original FTF in a file containing the current year’s FTFs

PURCHASES/PAYMENTS

All funds dispersed shall have a CIE Purchase Order filled out by the person making the purchase and approved by the Board Committee Chairperson responsible for the area in which the purchase is being made, or the 1st ACLD before the purchase is made. The CIE Purchase Order is attached and available in WORD and PDF format. Requests may be made by email to facilitate purchases. A CIE Purchase Order shall be considered approved by writing “Approved, [Name of Committee chairperson, or 1st ACLD], [mm/dd/yy]” on the CIE Purchase Order. If this is handled by email, the Committee Chairperson and/or 1st ACLD shall retain a copy of the approved CIE Purchase Order. A printed copy of the CIE Tax Exempt Letter will be available for the purchaser, if needed.

Submittal for Reimbursement—Requests for reimbursement from all CIE volunteers shall include a Reimbursement Request, signed and dated CIE Purchase Order, and all receipts (photocopies of receipts are acceptable if legible). If the receipts cover more than one accounting category (such as food, conference room supplies, etc.), the cost associated with each category must be shown on the Reimbursement Request.

The Reimbursement Request, receipt(s)/invoice(s), Approved CIE Purchase Order, and copy of the CIE Tax Exempt Letter, shall be sent/given to the 1st ACLD who will approve the Reimbursement Request. The 1st ACLD shall initiate a FTF, make one copy of the Reimbursement Request, receipts, and approved CIE Purchase Order. The 1st ACLD shall

send/give the original of the documents, including the FTF, to the bookkeeper. One copy of the FTF shall be sent/given to the Treasurer with the photocopy of the reimbursement documents. A second photocopy of the FTF shall be retained by the 1st ACLD for his/her records.

Approval of Invoices—Invoices from vendors who direct bill CIE shall be considered approved if an approved CIE Purchase Order is on file with the 1st ACLD. If an approved CIE Purchase Order is not on file with the 1st ACLD, the 1st ACLD shall contact the person requesting the invoiced item(s) and have that person fill out a CIE Purchase Order. If that is not able to be done in a timely manner, the 1st ACLD shall validate the purchase by checking with the person who ordered the items to obtain the date the items were received and then fill out a CIE Purchase Order and approve the CIE Purchase Order with the date the CIE Purchase Order was filled out. The date the items were received shall be noted on the CIE Purchase Order.

One copy of approved CIE Purchase Order and invoice shall be made and the original approved CIE Purchase Order with attached original invoice, and FTF initiated by the 1st ACLD, sent/given to the Bookkeeper. One copy of the approved CIE Purchase Order, invoice and FTF shall be sent/given to the Treasurer. A second copy of the FTF shall be retained by the 1st ACLD for his/her records.

Check Writing—All checks shall be written and appropriately recorded in the books by the Bookkeeper after verifying the Purchase Request with CIE Purchase Order and invoice(s)/receipt(s). Written and unsigned checks shall be sent/given to the Treasurer along with sufficient information for the Treasurer to identify the appropriate CIE Reimbursement Request. The FTF accompanying the Purchase Reimbursement documents shall be completed and sent with the checks to the Treasurer. A copy of the FTF shall be made and retained by the Bookkeeper for his/her records.

Check Signature and Mailing—Upon receipt of a written unsigned check, the Treasurer shall verify the check with his/her copy of the approved CIE Reimbursement Request and then sign the check. The FTF accompanying the check shall be signed and dated by the Treasurer and retained for his/her records.

The Treasurer shall then send/give the signed check to the designated payee. The Treasurer shall show the date the Treasurer mailed/gave the check to the payee on the FTF before filing the FTF.

FINANCIAL REPORTING

Monthly Reports—The Bookkeeper shall reconcile bank accounts. A monthly financial report (in electronic PDF format) shall be delivered by the Bookkeeper to the Treasurer by the end of the first week of each month. The Treasurer shall verify these reports and send the monthly financial report to the CIE Board no later than the Sunday before the CIE Board meeting on the second Tuesday of each month.

Audit—A Certified Public Account (CPA) shall audit the books annually. This audit shall be completed no later than March 1 of each year.

The Board shall review the audited report of the CIE financials at the first regular meeting after the audit is complete, and implement any accounting procedures recommended by the auditor.

The treasurer shall maintain a copy of the audited report of the CIE financials for not less than seven (7) years. After the end of seven (7) years, the oldest audited report of the CIE financials shall be forwarded to the Historian to be added to the CIE historical records.

Non-Profit Corporate Tax Reports

Illinois Attorney General Office—Annual reports to the Illinois Attorney General Office (IAGO) shall be completed by an attorney/CPA retained for this purpose. The treasurer or secretary shall provide the annual report materials to the attorney/CPA, with a list of the CIE Board Officers and Directors. The 1st ACLD shall prepare a Purchase Order and authorize the cutting of a check for the report fee required by the IAGO.

When the treasurer receives the written check from the bookkeeper, he/she shall sign the check, and mail it to the attorney/CPA.

The CIE attorney/CPA shall prepare the IAGO annual report and send it along with the signed check to the Community Lay Director (CLD) for official signature. The CLD shall make one (1) copy of the signed IAGO Annual Report and check. The CLD shall send/give the copy of the signed IAGO Annual Report to the Treasurer. The CLD shall mail the original report and check to the IAGO via United States Postal Service (USPS) certified mail with return receipt requested. The return receipt shall be addressed to the official CIE post office box in Springfield. When the return receipt is received it shall be given to the Treasurer who shall attach it to the file copy of the IAGO Annual Report.

The Treasurer shall maintain a file of IAGO annual reports for not less than seven (7) years after the report is filed. After the end of seven (7) years, the oldest IAGO report shall be forwarded to the Historian to be added to the CIE historical records.

Secretary of State—The annual report to the Secretary of State office shall be completed by the Bookkeeper and sent to the Treasurer with an unsigned check for the filing fee made out to the Secretary of State's Office, before May 20 of each year. The Treasurer shall sign the check for the filing fee and sent with the annual report to the Secretary of State Office in Springfield before June 1 of each year.

IRS Form 990—The IRS Form 990 shall be completed by a CPA.

The treasurer shall provide the previous tax year audited accounts to the CPA by March 31 of each year. A complete list of the Board Officers and Directors for the Tax year shall be

submitted to the CPA with the tax year audited accounts. The CPA shall return the completed IRS Form 990 to the Treasurer for review.

The Treasurer, after approving the IRS Form 990, shall send/give the completed IRS Form 990 to the CLD no later than May 1.

The CLD shall review and sign the IRS Form 990. If the CPA did not send a CIE file copy of the IRS Form 990, the CLD shall copy the original IRS Form 990 for the Treasurer's files. If the CPA did send a file copy of the IRS Form 990, the CLD shall make a copy of the signed first page and attach it to the file copy of the IRS Form 990.

The CLD shall send the IRS Form 990 with original signatures to the IRS before May 15 of each year. The IRS Form 990 shall be sent via USPS certified mail with return receipt requested. The return receipt shall be addressed to the official CIE post office box in Springfield. When the return receipt is received it shall be given to the Treasurer who shall attach it to the IRS Form 990.

The CLD shall send the file copy of the IRS Form 990 with the signed first page to the treasurer who will be responsible for maintaining file copies of the IRS Form 990s for no less than seven (7) years. After the end of seven (7) years, the oldest IRS Form 990 shall be forwarded to the Historian to be added to the CIE historical records.