

Community Nurse Connection

Fiscal Policy and Procedures

The purpose of this document is to describe all accounting policies and procedures currently in use at Community Nurse Connection and to ensure that the financial statements conform to generally accepted accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency. Community Nurse Connection uses a cash based accounting method. The fiscal year is July 1 through June 30th.

All Community Nurse Connection Board Members, consultants, contractors and staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually and revised as needed by the Executive Director, Finance Committee and the Board of Directors.

Division of Responsibilities

Board of Directors

1. Reviews and approves the annual budget
2. Reviews annual and periodic financial statements and information
3. Reviews Executive Director's performance annually and establishes the salary
4. Two members of the board will be appointed by the board to be authorized signers on the bank account
5. Reviews and approves all expenditure contracts over \$500
6. Reviews and approves all non-budgeted expenditures over \$200
7. Reviews annual audit performed by CPA

Treasurer

1. Works with consultants, contractors and staff to create the annual budget
2. Present financial reports to the Board
3. Review Financials
4. Serve as the principal liaison between the Finance Committee and full Board
5. Reviews and approves all grant applications and funding requests

Executive Director

1. Assures that the bank account information is up to date with appropriate board signatures.
2. Sees that an appropriate budget is developed annually
3. Assures that all invoices over the amount of \$500 are duly approved by Executive Director and a board member.
4. Sets-up secure online systems for invoices to be uploaded to a shared spreadsheet for accountant to access for payment purposes.
5. Reviews and approves all contracts under \$500.
6. Oversees the adherence to all internal controls
 1. Monitors all program expenditures
 2. Monitors program budgets
 3. Reviews all approved reimbursements and fund requests
 4. Monitors and manages all expenses to ensure most effective use of assets
 5. Monitors grant reporting and appropriate release of restricted funds
 6. Reviews, revises, and maintains internal accounting controls and procedures
 7. Reviews all financial reports

Bookkeeper

1. Responsible for data entry into accounting system and integrity of accounting system data
2. Processes invoices and prepares checks for signature
3. Completes and submits yearly 1099's and files with the IRS
4. Reviews and manages cash flow
5. Maintains general ledger
6. Prepares monthly and year-end financial reports
7. Reconciles all bank accounts
8. Manages Accounts Receivable
9. Submits all requested information for the yearly financial audit to the independent auditing agency
10. Monitors and manages all expenses to ensure most effective use of assets
11. Oversees expense allocations
12. Assists in monthly insurance billing
13. Assist the Executive Director with the development of the annual budget

Cash Receipts

Cash receipts generally arise from:

1. Contracts and Grants
2. Direct donor contributions
3. Fundraising activities

The principal steps in the cash receipts processes are:

The Treasurer monitors the PO Box at least monthly. All checks are scanned and attached to the deposit spreadsheet. Treasurer deposits checks in Mascoma Bank Account within 24 hours or receipt.

The Bookkeeper logs the deposit into the accounting software and allocates to the proper income accounts.

All cash received will be counted, verified, and signed off by the Executive Director and a Board Member. The cash will be kept in a locked, secure location and deposited within 24 business hours. A receipt of the cash deposit will be scanned and added to the deposit spreadsheet. The Bookkeeper logs the deposit to the accounting software and allocated it to the proper income accounts.

Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Consultants and Contractors
4. Memberships and subscriptions
5. Meeting expenses
6. Board/staff reimbursements
7. Marketing/promotional materials

Requests for cash disbursements are submitted for approval and processing by uploading a copy of the invoice or receipts to the invoice and receipt spreadsheet.

The Executive Director verifies and approves payments for \$500 or less by entering an approval note in the spreadsheet.

Executive Director invoices will be verified and approved by 2 Board Members by entering an approval note in the spreadsheet.

Checks are processed within the first 5 calendar days of each month. Checks can be prepared at other times but this should be limited to emergencies.

Bookkeeper enters date of payment in the spreadsheet and into the accounting software.

End of Month and Fiscal Year-End Close

1. The Bookkeeper will review and sign off on all month- and year-end journal entries. They will be filed for audit trail purposes.
2. At the end of each month and fiscal year end, the Finance Committee will review all balance sheet accounts.
3. Once the final monthly and fiscal year-end financial statements are run, reviewed, and approved by the Financial Committee, no more entries or adjustments will be made into that month or year's ledgers.
4. At the end of the fiscal year, an outside CPA, with the support of the Bookkeeper, will prepare the annual Return for Community Nurse Connection-Exempt from Income Tax (IRS Form 990). The return will be presented to the Executive Director, the Board Finance Committee, and the Board Chair for their review and approval. The Executive Director will then file the return with the Internal Revenue Service by November 15 each year.
5. The Executive Director will file Form NHCT12 Annual report by November 15th each year

