# Pepartnership, Inc.

Financial Policies and Procedures

(Revised on 4/27/2021)

## Philosophy

The purpose of financial management in the operation of all Pepartnership, Inc. activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, volunteers, donors, and the community. In order to accomplish this, the Pepartnership, Inc. Board of Directors commits to providing accurate and complete financial data for internal and external use.

Disclaimer: Pepartnership is a small volunteer organization. Given the limitations of consistent volunteer staff, separation of duties in all areas is not possible. This limitation is mitigated, to the extent possible, by Board oversight.

## Authority

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

The Pepartnership, Inc. Financial Coordinator and Board Treasurer are responsible for the day-to-day financial management of the organization. The Board of Directors authorizes the Pepartnership, Inc. Financial Coordinator and the Board Treasurer to receive funds for the Partnership, maintain appropriate financial records, and reconcile the Partnership bank account. The Board President and Board Treasurer are authorized to sign checks.

Two Board officers are required to enter into contracts for activities that have been approved by the Board of Directors as part of budgets and plans.

The Board of Directors must approve any use of the Board-designated cash reserve fund.

## Responsibilities

The Board President and Treasurer shall:

- Account for Board-designated funds separately from client-services funds and clearly define the restrictions applicable to these funds.
- Sign checks and have access to Pepartnership, Inc. bank account.
- Report the financial results of Pepartnership, Inc. operations according to the schedule established by the Board of Directors, but at least quarterly.
- Coordinate annual audit or review.

- Make no contractual commitments for bank loans or corporate credit cards without the approval of the Board.
- Meet reporting requirements of IRS Form 990 and the Wisconsin Department of Financial Institutions.

The Financial Coordinator shall:

- Receive checks and cash for the Partnership. The checks and cash are recorded upon receipt in a hand-written log, including donor, amount, check number, and date received.
- Deposit all income, including PayPal receipts into Pepartnership, Inc.'s bank account and indicate on the deposit receipt the source of the deposit. Deposit receipts will be maintained with the financial records.
- The Coordinator does not have access to bank accounts or authorization to transfer funds between accounts.
- Have access to a Debit card to be used only with Treasurer approval for urgent purchases.
- Reconcile the monthly bank statement with the Board Treasurer.
- Prepare financial reports in a timely manner.

The Board Treasurer shall:

- Review the receipts log, deposits, and expense records as the monthly bank statement is reviewed and reconciled. All documents will be reviewed, dated and signed by the Treasurer for future financial reference.
- Manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors on variances, and the reason for the variances.

Individual Pantries shall:

- Be responsible for its local financial management and for complying with the terms set forth in their original Memorandum of Understanding with Pepartnership, Inc.,
- Provide quarterly financial reports to Pepartnership, Inc. Board for review at quarterly Board meetings, including monthly activity, revenue, expenses, and in-kind contributions.

The Board of Directors shall:

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

## Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organizational goals, and specific objectives, the Board President and Treasurer shall:

- Submit operating budgets to the Board of Directors for approval by the Board prior to each fiscal year.
- Surplus Redistribution. Any money remaining in Pepartnership, Inc.'s General Fund at year end may be distributed back to all affiliated pantries using the following formula:

  TD = Total Distribution = year end balance – $500

  PD = % Products Distributed by pantry for the entire year (use PEP021 report)

  Pantry Amount Distributed = TD x PD

## Gift and Non-cash Contributions

Pepartnership, Inc. shall accept and record contributions of goods or services other than cash that are related to the programs and operations of Pepartnership, Inc. These contributions will be designated as "in kind" contributions and distributed subject to Pepartnership, Inc. Board discretion.

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