Finances Policy Sample
<Insert PGN Name>
<Month and Year Approved>

AUTHORITY

Bylaw <insert bylaw referring to the establishment of policies> of the <insert name of network>.

PURPOSE

Establish administrative practices related to finances within the professional growth network.

ROLES AND RESPONSIBILITIES

The board of directors shall manage the financial affairs of the network.

The treasurer will ensure all financial matters identified within the bylaws, policies and procedures are attended to.

The budget committeeconsists of the president, vice-president and treasurer. The committee coordinates the budget development process, including finalizing the proposed budget and presenting the budget to the various groups.

Committee chairs and officers are responsible to manage any budgets assigned to them and provide the appropriate documentation to ensure financial accountability.

Financial Accountability

1. A well-defined financial accountability structure serves as the foundation for establishing effective financial processes.
2. The board will manage the finances of the network in the best interest of the membership.

PROCESSES

1. Fees
	1. STF members only pay a membership fee if it is their second network membership.
	2. Non-STF members pay the required membership fee.

2. Budget

 a. The budget committee shall prepare a preliminary budget with input from all committees.

 b. Upon approval of the preliminary budget, by the board, the board shall set the fees for the following school year.

 c. At an annual general meeting, the treasurer shall present the budget to the members for the approval or amendment.

3. Financial Statements

 a. The treasurer shall provide a monthly financial statement to the board.

4. Financial Institution

 a. The board shall determine the financial institution.

5. Committees

 a. Each committee receives a budget allotment approved in the previous spring. Committees are not to exceed their budget allotment; however, a five percent overage may be granted. For example, a budget of $1,000 cannot exceed $1,050. If a committee exceeds the original allotment, the board will request a financial report and must approve the overage. It is the chair’s responsibility to track and report financial activity.

 b. Committees must save all receipts and invoices. These must be submitted for payment using the network expense form.

 c. Committees should try to ensure the following practices:

 i. Written quotes.

 ii. Written invoices.

 iii. Contracts with amount and conditions specified.

 iv. Use companies that the network has established a business relationship with.

 d. Committees are welcome to pursue additional revenue sources. The board must approve all applications.

 e. Committees should consider previous practice as well as current needs in determining a budget request.

6. Expenses

 a. The network will only provide reimbursement for actual and reasonable expenses not covered by another organization.

 b. The network will provide travel reimbursement for the following activities:

 i. Board meetings.

 ii. Committee meetings.

 iii. Other meetings or purposes as approved by the board.

 c. Travel reimbursement is based on one of two criteria:

 i. Any distance beyond the regular daily distance that a member would travel to and from their location of work.

 ii. A minimum travel expense rate.

 d. Travel reimbursement rates shall be established through the budget process.

 e. Claims must be submitted to the treasurer for review and be accompanied by supporting documentation such as receipts, invoices, etc.

 f. Prior approval for expenses should be obtained from the board if the expense will exceed a budget line by more than 10 percent or $100, whichever is greater.

 g. Ineligible expenses include:

 i. Alcoholic beverages.

 ii. Items not required to conduct the business of the network.

7. Payments

 a. All bills must be approved by the board noting allocation of expenses to a specific budget line as recommended by the treasurer prior to payment.

 b. Reoccurring operational expenses can be approved on an annual basis.

8. Signing Authority

 a. Changes to signing authority should be completed prior to July 30, or within 30 days of a change in officers.

 b. All payments require two of the three officers with signing authority.

 c. An officer with signing authority cannot authorize their own reimbursement of expenses.

9. Reserve Fund

 a. Purpose

 i. The reserve is an unrestricted fund balance set aside to stabilize finances by providing a cushion against unexpected events, losses of income and large unbudgeted expenses.

 ii. The reserve cannot be used to cover a long-term or permanent income shortfall.

 iii. The reserve must be used to solve temporary problems.

 b. Funding

 i. The reserve fund shall be funded through surpluses generated by the annual budgeting process.

 ii. The reserve may be placed into an investment savings account.

 c. Funding Levels

 i. The targeted minimum of the reserve shall be $40,000 and the targeted maximum shall be $50,000.

 ii. Money exceeding the maximum level shall be returned to the general operating fund.

 d. Roles and Responsibilities

 i. The board shall receive an update on the reserve through the monthly financial statements provided by the treasurer.

 ii. The board shall authorize any use of the reserve fund.

APPROVAL

This policy was approved by the <insert body/officer authorized to approve> on <insert date>.

RELATED POLICIES AND FORMS

* <Bulleted list of the forms, administrative guidelines, and any other documents related to the policy.>