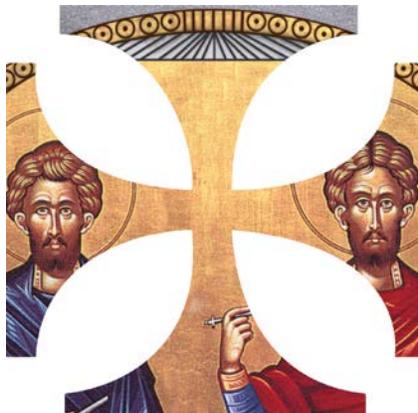


GUIDELINES GREEK ORTHODOX LADIES PHILOPTOCHOS SOCIETY, INC.



Financial Policies & Procedures
Revised April 2017

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APPENDIX

ARTICLE I: GOVERNANCE AND ADMINISTRATION

1.0 THE FINANCE COMMITTEE

The National Philoptochos Board is charged with the duty to oversee all financial matters relating to the maintenance and disbursement of Philoptochos funds. The Finance Committee is comprised of National Philoptochos Board members who have accepted the responsibility of ensuring that this obligation is met.

1.1 RESPONSIBILITES

The responsibilities of the Finance Committee include, but are not limited to assuring the membership that:

- a) the financial affairs of the organization are conducted in a manner consistent with the goals and the objectives of the Society, donor wishes, and the requirements of the law;
- b) the Society's assets are preserved;
- c) the Society's financial obligations are fulfilled in a timely manner;
- d) adequate financial records are maintained.

1.2 DUTIES

The Finance Committee shall fulfill its obligations through the diligent performance of its duties. Those duties shall include but are not limited to:

- a) familiarization with all aspects of the Society's financial affairs;
- b) monitoring compliance with established policies with regard to:
 - 1. internal controls;
 - 2. investments;
 - 3. budgeting and financial planning;
 - 4. purchasing and contracting;
 - 5. banking relationships;
 - 6. record keeping;
 - 7. insurance coverage;
 - 8. auditing
- c) making regular reports and recommendations to the National Board;

- d) communicating directives or changes in policy to the Director of the National Office for implementation;
- e) analyzing, reviewing and monitoring compliance with National Ministry Commitments.

1.3 SUBCOMMITTEES

The Finance Committee may create such subcommittees as may be useful in addressing various areas of concern of the Committee. The subcommittees shall meet and report their findings to the full Finance Committee.

1.4 COMPOSITION

The Finance Committee shall be comprised of the National Treasurer who, pursuant to the Society's Bylaws shall serve as Chairman of the Committee, the Assistant Treasurer and not more than nine (9) additional National Board members to include one representative from each Metropolis and the Direct Archdiocesan District.

1.5 DUTIES OF THE CHAIRMAN

The duties of the Chairman of the Finance Committee shall include but shall not be limited to:

- a) convening all meetings of the Committee. The Chairman shall prepare the agenda and shall preside at those meetings in accordance with Robert's Rules of Order. The Chairman shall appoint a member to maintain accurate minutes of the meeting.
- b) acting as spokesman for the Committee before the National Philoptochos Executive Board, National Philoptochos Board and the National Philoptochos Biennial Convention.
- c) acting as primary monitor of the National Office's compliance with the policies and procedures set by the Committee.

1.6 MEETINGS

The Committee shall meet at least three times yearly.

1.7 ASSISTANT TREASURER

The Assistant Treasurer shall serve as Co –Chairman of the committee.

ARTICLE II: FINANCIAL MANAGEMENT

1.0 FINANCIAL MANAGEMENT

Through a carefully designed program of financial management, the Society seeks to reassure its members that the funds raised are maintained and distributed in a fiscally responsible manner.

1.1 INDEPENDENT AUDIT

Pursuant to the requirements of the Society's Bylaws, the National Philoptochos Society shall engage in an annual independent audit of its books and records by a Certified Public Accountant. That audit shall include outside verification of the reported figures. The audited financial report shall be provided to the delegates at the National Philoptochos Biennial Convention.

- a) The Treasurer, Assistant Treasurer and Executive Board shall also convene to receive the audit and recommendations of the Certified Public Accountant and shall submit a written report to the National Philoptochos Board.
- b) A new auditor will be engaged every five (5) years.

1.2 INTERNAL AUDIT COMMITTEE

- a) An Internal Audit Committee comprised of at least 5 members shall be appointed by the National President.
- c) At least once a year, the Internal Audit Committee shall conduct an audit of the Society's books and records and report to the Executive Board.

1.3 OTHER INTERNAL CONTROLS

The National Office Director and the Finance Committee shall provide oversight of the compliance with the established financial policies and procedures. They shall monitor the adequacy of controls and suggest revisions where appropriate.

2.0 BIENNIAL BUDGET

The National Philoptochos Society and Office shall operate within the parameters of a budget covering a two-year period which shall be submitted for adoption by the National Philoptochos Biennial Convention.

2.1 PREPARATION PROCEDURES

Preparation of the budget shall be conducted as follows:

- a) Review fund drive prospects for regular projects. Consider growth rate of the Society's membership, chapter participation history, fund raising methods (including any proposed changes therein), and the general climate for charitable giving. Establish reasonable dollar amounts or "targets" for each drive.
- b) Review plans, if any, for new projects. Consider initial growth rate, degree of competition with existing projects and fund raising methods to be employed. Establish reasonable dollar amount targets.
- c) Review remaining fund balances that will be available at the start of the new budget period, based upon existing fund balances and the existing budget for the convention year.
- d) Maintain a reasonable level of fund balances or reserve.
- e) Prepare budget worksheets for each fund and for the total of all funds.

2.2 EXPENSES ALLOCATION PROCESS

Expenses incurred by the Society shall be allocated for budgetary purposes as follows:

- a) Direct Expenses: Purchases of goods and services that can be specifically identified as fund raising or programmatic expenses attributed to a certain fund shall be charged directly to that fund.
- b) Indirect Expenses: Expenses not immediately identifiable to a particular fund (such as National Office salaries and benefits) shall be attributed to each of the various funds at a percentage rate to be set by the Finance Committee.

2.3 REVIEW AND ADOPTION

- a) The Finance Committee
 - i. The Finance Committee shall undertake the initial review of the budget in draft form. Any and all assumptions relied upon in preparation of the draft shall also be submitted for review.
 - ii. The Finance Committee may, if it wishes, request the involvement of the National President, the Director, the Executive Board, and/or the Metropolis Presidents in the review process.

- iii. Based upon its deliberations and in its discretion, the Finance Committee may amend the draft budget.
 - iv. Upon completion of the review process, the Finance Committee shall submit the amended budget and its recommendations to the Executive Board for its consideration.
- b) The National Philoptochos Board
The Executive Board shall review and consider the draft submission and may, in its discretion, make changes to the draft budget and submit to the National Board and chapter presidents prior to the Convention.
- c) The Biennial Convention
The final budget shall then be submitted to the National Philoptochos Biennial Convention for its consideration and adoption.

2.4 COMPLIANCE

Compliance with the biennial budget shall be the primary duty of the National Treasurer. The Finance Committee shall assist the Treasurer in monitoring that compliance.

2.5 REVISIONS

The Biennial Budget shall be considered as having the same force and effect as any other National Philoptochos policy statement.

The Biennial Budget is however based upon assumptions which may not be realized during the budget period. Accordingly, revision procedures must be provided, to the extent that they do not contravene the general intent of the National Philoptochos Biennial Convention. The procedures are as follows:

- a) Unless otherwise authorized by the National Philoptochos Board, where the actual income for a fund proves to be less than budgeted, the expense budget for that fund shall be reduced proportionally.
- b) In any fund in which actual income is greater than anticipated, the expense budget or fund balance target may be increased by specific action of the National Philoptochos Board, upon recommendation of the Finance Committee.
- c) The Finance Committee may make changes in budget amounts of line-item expenses to the extent that such changes do not change the total expense budget in a fund.

3.0 BOOKS OF ACCOUNT

The books of account shall be maintained in accordance with generally accepted accounting principles.

3.1 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

The applicable generally accepted accounting principles shall include but are not limited to the following:

- a) the accrual of all significant receivables in the period in which income is earned and accrual of all significant payables in the period goods and services are received;
- b) separate accounting for current unrestricted, current temporarily restricted plan and endowment funds (funds accounting);
- c) allocation of costs to various programs and funds based upon data covering time and efforts of personnel, and upon identification of specific goods and services purchased on behalf of various programs; and
- d) allocation of investment income to various funds as necessary.

4.0 FINANCIAL REPORTS

In an effort to keep the membership adequately apprised of the financial status of the Society, periodic financial reports shall be prepared and distributed.

4.1 BIENNIAL FINANCIAL REPORTS

A Biennial Financial Report shall be provided to the delegates of the National Philoptochos Biennial Convention. That report shall include an audit of the Society's books and accounts by the Society's independent Certified Public Accountant covering the preceding two-year period, a report of the Finance Committee, the proposed Biennial Budget as well as the Internal Audit.

4.2 ANNUAL FINANCIAL REPORTS

The National Philoptochos Board shall issue an annual financial report prepared in accordance with generally accepted accounting principles. An independent audit shall be prepared by the Society's Certified Public Accountant. The Annual Financial Report shall be posted on The National Philoptochos website.

4.3 INTERIM FINANCIAL REPORTS

Interim Financial Reports shall be prepared by the National Treasurer and shall be provided to the Finance Committee at least 3 times a year.

a) The report shall demonstrate:

- i. the financial activity for each fund year-to-date;
- ii. the remaining fund balances at the end of the period being reported upon;
and
- iii. a comparison of actual support, revenue and expenses with the budget amount remaining in dollars.

b) Monthly Reports

The bookkeeper shall make monthly reports available to the Treasurer by the 15th day of the following month.

5.0 BANK ACCOUNTS

The Society shall maintain its bank accounts at responsible financial institutions that are protected by the Federal Deposit Insurance Corporation.

5.1 AUTHORIZATION TO OPEN

Bank accounts of any kind may only be opened or closed with the authorization of the Finance Committee. Corporate resolutions bearing the signature of the Secretary of the National Board shall be prepared in connection with all accounts.

5.2 SIGNATORIES

Any check prepared by the Society must bear the signature of two officers. The signatories shall be the President (or in her absence or unavailability the First Vice President and the Treasurer (or in her absence or unavailability the Assistant Treasurer). The refusal of the National President and/or the Treasurer to sign any check shall be binding.

5.3 LIMITATIONS

The Society shall not maintain any single account with a balance in excess of \$250,000.

5.4 BANK DEPOSITS

- a) The date of receipt of all checks and cash received in the National Office shall be documented.
- b) All checks and cash should be deposited in the proper accounts within 5 business days of arrival in the National Office.
- c) Duplicate receipts must be prepared for all cash received in the National Office. Any person who turns in cash on behalf of a donor shall receive a receipt at that time. The donor should also receive a receipt and the duplicate should remain with bank deposit confirmation.

ARTICLE III: INVESTMENT OF FUNDS

1.0 INVESTMENT OF FUNDS

Unrestricted and temporarily restricted funds that are not needed for immediate expenditure shall be invested by the Finance Committee in accordance with the following guidelines.

1.1 INVESTMENT INSTRUMENTS

- a) Not more than \$250,000 shall be invested in any single savings account, money market or mutual fund. United States obligations may however be purchased in any amount.
- b) United States obligations with a maturity date beyond five years shall not be purchased; investment in such instruments may however be “rolled over” when the Finance Committee deems it appropriate.

1.2 INVESTMENT INCOME

- a) Unrestricted Funds:
Income from unrestricted funds shall also be unrestricted.
- b) Temporarily Restricted Funds:
Income from the investment of temporarily restricted funds may be added to the same temporarily restricted fund or other fund as determined by the Finance Committee.

ARTICLE IV: MISCELLANEOUS PROVISIONS

1.0 PRESIDENT'S ALLOWANCE

a) Applicability:

It is policy National Philoptochos Board members shall assume all costs associated with National Board activities.

Nevertheless, the Biennial Budget of the National Philoptochos Society provides an allowance for the President of the National Philoptochos Board. That allowance is provided to cover those expenses that are unique to the office of the President or her designated representative. The President's allowance shall not be used to cover any expense that is common to other National Board members. Accordingly, no portion of the allowance shall be applied to expenses related to regularly called meetings of the National Philoptochos Board.

b) Review:

The Treasurer shall regularly review all applications for payment under the President's Allowance. The decision of the Treasurer shall be final in such matters. Upon approval, the National Philoptochos Office shall make prompt reimbursement. Under no circumstances shall payment be made absent the appropriate documentation or in advance of the expense being incurred.

2.0 RECEIPT OF UNSUAL GIFTS OR DONATIONS

a) Prior Approval:

The National Philoptochos shall obtain prior approval of the National President, in consultation with the Finance Committee, before accepting the following unusual gifts or donations:

- i. Gifts of any size restricted to purposes different from the Society's regular projects;
- ii. Gifts of endowment funds or
- iii. Other unusual gifts.

b) Review:

In reviewing the proposed donation, the Finance Committee shall consider the feasibility of accepting the gift. Among other factors, the Committee shall consider:

- i. whether the Society would be able to administer the gift at a reasonable cost;
- ii. whether acceptance would involve the Society in programs or functions inconsistent with the Society's goals or objectives;
- iii. whether the restrictions are too specific or narrow to permit reasonable managerial discretion in fulfilling the donor's intentions.
- iv. In those situations where the gift, as proposed, would not be acceptable, the Finance Committee, President or Legal Advisor shall contact the donor in an effort to arrange a modification agreeable to all parties. Where mutual agreement cannot be reached, the donor should be referred to a more suitable charity.

3.0 MEMBERS OR EMPLOYEES AS ESTATE EXECUTORS

- a) A National Board member or employee of the National Philoptochos Office shall not act as executor of an estate under which the Society is a beneficiary, absent prior approval of the Executive Board.
- b) Where a National Board member or employee of the National Office is designated as an executor of an estate without prior knowledge of an estate under which the Society is beneficiary of the estate, the designation must immediately be made known to the Executive Board.
- c) In those instances where a National Board member or employee, with the approval of the Society, acts as executor, the member/employee shall comply with the applicable requirements of law regarding the conduct of an executor and shall submit to a judicial accounting of the estate.

4.0 GIFTS TO EMPLOYEES

Employees are prohibited from receiving any gift or gratuity, whether in the form of money, meals, goods or services, from any person (e.g. attorney, litigants, or vendor) having or likely to have any official business transaction with Philoptochos office. Even small gifts may not be accepted. If a gift is delivered, you immediately advise the Director or her designee, return the gift, and inform the sender in writing that you are returning the gift. Written confirmation of the return gift must be provided to the Director or her designee.

5.0 PETTY CASH

Petty cash is used for incidental expenses and non-reoccurring expenses of \$50 or less. All requests for funds to be taken from Petty Cash shall be submitted on a standardized form* with the original receipts and will be approved by the Director of the National Office. Under no circumstances shall payment be made absent appropriate documentation or in advance of the expense being incurred. A maximum of \$150 should be maintained for Petty Cash.

6.0 EMPLOYEE BUSINESS TRAVEL EXPENSES

If employee duties require travel, the employee must obtain authorization on the Business Travel Authorization form* in advance from the Director or her/his designee. Failure to obtain prior approval may result in non-reimbursement. (See employee handbook.)

It is crucial to have complete documentation for expenses to be reimbursable under an accountable plan. A per diem will be paid in an amount determined by the Finance Committee using Federal Guidelines * for maximum allowances per expense at destination location. If your trip includes meals that are already paid for by the organization (such as through a registration fee for a conference), those meals are not reimbursed. At a minimum every expense should be supported by documentation showing:

- a) what was purchased;
- b) price paid;
- c) who (or what company) it was purchased from; and
- d) date purchased.

The documentation can consist of cancelled checks, sales receipts, account statements, credit card sales slips, or invoices, and must be accompanied by Business Travel Expense and Reimbursement form.* Under no circumstances shall payments be made absent the appropriate documentation or in advance of the expense being incurred.

The fare for bus, train or air travel must not exceed the economy rate fare charged to the public.

Travel between the employee's residence and the official work location, or within New York City, is not reimbursable.

Only actual, documented and approved travel expenses shall be reimbursed.

*See attached

PETTY CASH VOUCHER

PLEASE PAY _____ DATE _____

AMOUNT _____

(In words)

DESCRIPTION _____

ACCOUNT # CHARGED _____ AMOUNT \$ _____

APPROVED BY: _____ RECEIVED BY: _____

(Stapled Receipts)

National Philoptochos Business Travel Expense and Reimbursement Form	
Employee Name:	
Trip Dates- Starts on:	Ends on:
Authorization given on: / / / by:	
Mode of transportation:	
If private car, # miles driven and tolls :	
If airline, tips:	
If Car Rental, gas, tolls:	
If Taxi, fare plus tips:	
Day 1 date:	Day 2 date:
Breakfast:	Breakfast:
Lunch:	Lunch:
Dinner:	Dinner:
Incidentals:	Incidentals:
TOTAL DAY 1:	TOTAL DAY 2:
Day 3 date:	Day 4 date:
Breakfast:	Breakfast:
Lunch:	Lunch:
Dinner:	Dinner:
Incidentals:	Incidentals:
TOTAL DAY 3:	TOTAL DAY 4:
Day 5 date:	Day 6 date:
Breakfast:	Breakfast:
Lunch:	Lunch:
Dinner:	Dinner:
Incidentals:	Incidentals:
TOTAL DAY 5:	TOTAL DAY 6:
TOTAL for days = \$	RECEIPTS ATTACHED
Signature	Date

Maximum Federal Government Guidelines for Per Diem Expenses 2016 *

City	Total Per Diem	Breakfast	Lunch	Dinner	Incidentals
Atlanta	69.00	16.00	17.00	31.00	5.00
Boston	69.00	16.00	17.00	31.00	5.00
Chicago	74.00	17.00	18.00	34.00	5.00
Denver	69.00	16.00	17.00	31.00	5.00
Detroit	54.00	12.00	13.00	24.00	5.00
Houston	51.00	11.00	12.00	23.00	5.00
Los Angeles	64.00	15.00	16.00	28.00	5.00
Miami	69.00	16.00	17.00	31.00	5.00
Nashville	59.00	13.00	15.00	26.00	5.00
New York	74.00	17.00	18.00	34.00	5.00
Newark	64.00	15.00	16.00	28.00	5.00
Pittsburgh	54.00	12.00	13.00	24.00	5.00
San Francisco	74.00	17.00	18.00	34.00	5.00
Washington DC	69.00	16.00	17.00	31.00	5.00

If your trip includes meals that are already paid for by the organization
(such as through a registration fee for a conference), those meals are not reimbursed

* see www.gsa.gov

National Philoptochos Business Travel Authorization Form

Employee Name: _____

Dates of Travel: _____

Purpose: _____

Mode of Travel: _____

Approval by; _____

(Director or Designee signature)

Date

Employee Signature: _____