

## **RANCHO BERNARDO NEIGHBORHOOD WATCH**

### **Financial Management Policy and Procedure**

**POLICY:** The Rancho Bernardo Neighborhood Watch (NHW) Board of Advisors (B of A) will oversee the financial affairs on NHW according to the following procedures.

#### **PROCEDURES:**

##### **Budget Preparation:**

The Policy and Finance Committee (P&FC), working with the Director, will prepare a projected five year budget based on the approved Goals of NHW. The budget will be presented by the P&FC to the B of A for approval at the September meeting of each calendar year for the following year.

The budget will include projected income and expenses by major category. Written rationale for each line item in the budget for the next year will be presented with the budget for consideration by the Advisory Board.

Members of the B of A will submit requested budget needs for the following year in written form with justification to the P&FC in July of each year for review and inclusion in the draft budget.

Income by category from all sources will be projected by the P&FC as part of the budget.

##### **Management of Funds:**

A Balance Sheet and Income and Expense Report will be presented to the B of A at regular meetings by the P&FC by the Treasurer.

Tax deductible donations will be invested at San Diego Foundation unless approved otherwise by the B of A.

##### **Fund Raising:**

The Director may apply for grants from appropriate Foundations to help meet the financial needs of NHW. The Director will also provide accountability reports to the granting Foundation as required.

Voluntary donations to NHW will be encouraged. The Director may approve fund raisers within Districts, but no organized community fund raising efforts, such as letter writing campaigns or raffles, may be conducted without prior approval of B of A. Financial gifts are tax deductible if checks are made out to the San Diego Foundation, designated for Rancho Bernardo Neighborhood Watch (RBNHW).

**Financial Repositories:** The NHW organization will maintain operating funds in two locations: a checking account in a local bank and an account with the San Diego Foundation (for tax deductible donations). All bank statements are to be reviewed and initialed by the Director.

**Financial Procedures:** The finances of the NHW program are managed by the Treasurer with all disbursements authorized by the Director and the NHW District Coordinators according to the following procedures:

1. All expenditures must support the mission of NHW. (Small reimbursement for items such as refreshments for meetings or bereavement flowers for key NHW leaders will be at the discretion of the Director.) Expenditures require prior authorization using a signed Expenditure Request Form (attached), or by an e-mail approval by the Director for verbal or e-mail requests. If cost is uncertain, requests for a “not to exceed” amount may be approved. (Unapproved expenditures are at the buyer’s risk).

2. Expenditures less than \$500 can be approved by the Director. Expenditures of \$500 or greater require approval of a majority of the Director and the NHW District Coordinators. All requests for reimbursement require proper receipts. The Treasurer will provide receipts for purchases from NHW upon request. Reimbursement checks require the signature of the Treasurer **or** the Director and may not be payable to themselves

Revised: November 13, 2008

Approved by Board Of Advisers: November 14, 2008