

NORTHERN DELAWARE INTERGROUP
FINANCIAL MANAGEMENT GUIDELINES
July, 2010 – Approved August,2010

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FINANCIAL MANAGEMENT GUIDELINES

1. JOB DESCRIPTIONS

- Treasurer *
- A.) All banking
 - B.)Records and deposits all funds received
 - C.)Prepares and records all payments for expenses
 - D.)Prepares and submits all payroll tax deposits and reports
 - E.)Maintains financial and bookkeeping records
 - F.)Assures that the accounting for Intergroup is maintained in QuickBooks, or similar accounting program
 - G.)Completes bank reconciliations by the 10th of the following month
 - H.)Prepares and presents financial statements to the Steering Committee and then the Intergroup meetings
 - I.)Prepares Federal and State income tax filings, as necessary
 - J.) Assures that all appropriate insurance coverage's are in place Annually obtains assessment of insurance needs from Intergroup's insurance agent
 - K.) Reviews all contracts
 - L.) Upon completion of the Financial review by the Finance Chairperson, turns over the original financial documentation, and an electronic copy of the accounting file, to the Archives
 - M.) Prepares written procedures for performing tasks A-F

** The Treasurer may delegate tasks A-F to office staff. In that case, the Treasurer supervises those tasks.*

- Finance Committee
- A.) Prepares the budget, keeping the Prudent Reserve policy as the first criteria for determining whether or not the budget is acceptable, The Finance Chair presents it to the Steering Committee and then to Intergroup.
 - B.)Reviews financial statements prepared by the Treasurer quarterly, and the Finance Chair reports the results of the review to the Steering Committee and Intergroup.
 - C.)Drafts financial guidelines/policies for consideration by The Steering Committee and Intergroup.
 - D.) Finance Chairman performs annual review of the financial Records and submits a final report to the Steering at it's first Meeting in the New Year.

Approved: October 2005

FINANCIAL MANAGEMENT GUIDELINES

2. PRUDENT RESERVE POLICY

The policy of the Intergroup serves the same purpose as the GSO guidelines to the groups in establishing their policy. It is to assure that, after all obligations are paid, enough reserve is held to assure that the message can be continued to be carried until the reserve can be built back up. In short, it is the minimum level, below which, budget reductions need to be considered. Conversely, amounts above that level can be made available for expanding carrying the message. Based on experience, the policy of Intergroup is to maintain the reserve at a level equal to one quarter of annual expenses.

Approved: August 2004 and October 2005

3. BANKING

- A. Bank Accounts are to be maintained in the name of Northern Delaware Intergroup, Inc. Selection of the bank is subject to the approval of the Steering Committee.
- B. Authorized to sign checks are the office staff, Treasurer, Vice Chair and Chair, with the Secretary being authorized to sign banking resolutions.
- C. All check requires two signatures.
- D. No check is to be signed by the payee.
- E. Monthly Bank reconciliations are to be prepared by the Treasurer or Finance Chair but may not be prepared by office staff.

Approved: August, 2010

4. LITERATURE PURCHASES AND SALES

- A. Purchases for sale are limited to Conference Approved and Grapevine items.
- B. All purchases and sales are to be recorded in Quick Books.
- C. Sales prices are to be approved by the Steering Committee.
- D. A physical count of inventory is to be taken, by the Treasurer or Finance Chair, at least quarterly. The Treasurer or Finance Chair may designate another individual to assist, other than office staff.
- E. The Treasurer or Finance Chair must approve any adjustments to the Quick Books balances dictated by the physical count.

Approved: August, 2010

FINANCIAL MANAGEMENT GUIDELINES

5. ACCOUNTING SYSTEM

All financial transactions are to be recorded in Quick Books. It is the responsibility of the Treasurer to assure that the Quick Books support subscription and license is current. And that all updates have been installed. Access to Quick Books is limited to:

- A. Office Staff
- B. Treasurer and Immediate Past Treasurer
- C. Vice Chair and/or Chair
- D. Finance Chair
- E. Other designee as approved by the Steering Committee

Each individual is to be assigned a unique user ID and is to use only that ID. Each ID is to be protected by a unique user defined password. The Treasurer serves as the system administrator with an alternate appointed by the Steering Committee.

Source: Steering Committee 2003 Job Description, Treasurer

6. BUDGET PROCESS

This process applies to both the budget that is adopted at the beginning of the year and any mid-year revisions

- A. Prepared By Finance Committee
- B. Reviewed And Approved By Steering Committee
- C. Budget Introduced To Intergroup
(Familiarize Representatives with the Budget – No action is Required)
- D. Representatives Discuss Budget With Their Groups
(Direct questions to Finance Chair @ ndiaa.org. A list of the Questions and answers will be prepared for the next Intergroup Meeting)
- E. Intergroup Adopts (with or without modifications) Budget, or Returns it to the Finance Committee for further work.

Approved: May 2004

FINANCIAL MANAGEMENT GUIDELINES

7. FINANCIAL REVIEW / REPORTING REQUIREMENTS

A. Treasurer

1. Completes review of financial records by the 10th of each month. That review is to include, but is not limited to;
 - a.) Quick Books Accounting records
 - b.) Bank account(s), including preparation of bank reconciliation(s)
 - c.) Receipts & Disbursements
 - d.) Payroll related tax payments, filings and pending issues, if any
 - e.) Pending IRS 990 issues, if any
 - f.) Literature Purchasing / Inventory
 - g.) Internal controls
2. Presents monthly financial statements to the Steering Committee. Those statements are to be as of the most recent date that allows for adequate review, and are to be accompanied by a written report that includes, but is not limited to, the issues addressed in 1., a-f above. Presents these statements, and any material findings resulting from the review, to the membership at the next Intergroup meeting.
3. Provides quarterly financial statements to the Chairman of Finance Committee by the 15th of the month following the close of the calendar quarter.
4. Prepares IRS Form 990 (annual nonprofit tax return) based on the final financial statements for the year. Submits the Form 990 to the IRS not later than May 15th of the following year.

B. Finance Committee

Reviews financial statements, and Treasurer's reports, on a quarterly basis. Focus of review is on, but not limited to, the financial implications of the actual results vs. the budgeted results. Reviews the budgetary implications of any proposed changes in operations that would materially affect the budget. Submits recommendations, if any, to the Steering Committee, and then to the membership at the next Intergroup meeting.

FINANCIAL MANAGEMENT GUIDELINES

7. FINANCIAL REVIEW / REPORTING REQUIREMENTS (CON'T)

C. Annual Independent Financial Review

NDI has no outside requirement (law, regulations or funding source) to obtain an audit by an outside CPA. Instead, the review is conducted by an accountant* who has experience in financial audits / reviews and who is independent of the management of Intergroups finances. Therefore, the Finance Chair performs the annual review, and may select similarly qualified and independent individuals to assist in the review. In the event that the Finance Chair is unable to perform the review, subject to the approval of the Steering Committee, he/she may select an equally qualified reviewer.

The review is to include those tests the reviewer determines to be necessary to determine the reliability of the financial statements and reports, payroll tax payments and reports, IRS Form 990 E and internal controls.

The Finance Chair is to submit a written report of the results of the review, including recommendations regarding any material findings, to the Steering Committee and then Intergroup.

* Anyone with experience with Internal or External audits

D. Steering Committee

Reviews Statements and reports from the Treasurer and Finance Committee and reports the results of the Steering Committee review to the membership at the next Intergroup meeting.

Source: Policies / procedures in effect as of December, 2008

8. FINANCIAL RECORDS

All financial records and files are to be maintained in the NDI office. Under no circumstance is anyone authorized to remove records or files from the office.

A. Access to the records and files is limited to:

1. Office Staff
2. Officers of NDI
3. Finance Chair
4. Immediate Past Treasurer

B. Access to the records and files by regulatory agencies. Or the Workers Compensation Insurance Company must be granted in response to a written request. Such requests are to be directed to the Treasurer who will make the arrangements. The Treasurer (or his/her designee) is to be present during such examinations of the records.

FINANCIAL MANAGEMENT GUIDELINES

8. FINANCIAL RECORDS (CON'T)

C. Financial Statements that have been approved by Intergroup are a matter of record. Copies may be provided to any group or with written request from registered intergroup representative or registered group treasurer. Requests for more detailed information are to be referred to the Treasurer for disposition. Under no circumstances are copies of detailed payroll records to be given to anyone other than regulatory agencies and the Workers Compensation Insurance Company.

Approved: January 2011

9. FINANCIAL MANAGEMENT POLICIES

All such policies are to be drafted by the Finance Committee for presentation to the Steering Committee. Requests for changes, or new policies, may be initiated by anyone but must be referred to the Finance Committee for its review and recommendations.

Source: By-Laws, Article XI, Section II
 Job Description, Finance Committee

10. FINANCIAL MANAGEMENT GUIDELINES

It is the responsibility of the Finance Chair to keep the master copy of the Financial Management Guidelines up to date, and to re-publish the Guidelines at the beginning of each year, including having a copy posted to the NDI web site. Prior to each election, the Nominating Committee is to provide each candidate for office with a copy of the current Guidelines.

Approved: August 2010

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