

Financial Management Policy

Purpose:

The purpose of this policy is to provide a framework for responsible financial management that ensures the integrity, accountability, and stewardship of resources entrusted to Jamestown Presbyterian Church Foundation (Foundation).

1. Financial Oversight and Responsibility

The Jamestown Presbyterian Church Foundation, Inc. Board of Directors (Board of Directors) has ultimate responsibility for overseeing the financial health and sustainability of the Foundation.

The Treasurer, in collaboration with the President of the Foundation (if applicable), manages day-to-day financial operations.

An independent accountant or auditor will review financial records annually.

2. Budgeting and Planning

An annual budget shall be prepared by staff or an appointed finance committee and approved by the Board of Directors before the start of the fiscal year.

The budget must reflect the Foundation's mission, strategic goals, and available resources.

Any deviations from the approved budget exceeding [10%] require Board of Directors approval in advance of the expenditure.

3. Internal Controls

To safeguard the Foundation's assets, the following internal controls are mandatory:

Separation of Duties: No single person has complete control over financial transactions.

Check Signing: Checks over \$5,000 require two authorized signatures.

Bank Reconciliation: Monthly reconciliation of bank statements is conducted by someone not involved in check writing or deposits.

Cash Handling: All cash donations or transactions must be counted and recorded by at least two individuals.



4. Financial Reporting

Financial statements, including balance sheets and income/expense reports, shall be prepared monthly and reviewed by the Board of Directors.

Reports must be accurate, transparent, and prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Financial summaries will be shared annually with donors and stakeholders to promote transparency.

5. Revenue Management

All revenue, including donations, grants, and event proceeds, must be deposited in the Foundation's designated bank accounts within 2 business days of receipt.

Restricted donations will be tracked and used solely for the specified purposes unless otherwise agreed in writing by the donor.

6. Expense Management

All expenses must align with the approved budget and support the Foundation's mission.

Staff or volunteers must obtain prior approval for purchases exceeding \$200.

Reimbursement requests must include detailed receipts and be submitted within 30 days of the conclusion of the event.

7. Reserves and Investments

The Foundation will maintain a reserve fund equivalent to 6 months of operating expenses to ensure financial stability.

Investment decisions will be guided by a written investment policy, emphasizing prudence and alignment with the Foundation's mission.

8. Audit and Review

An external audit or financial review shall be conducted annually to ensure compliance with policies and applicable laws.

Audit findings will be presented to the Board of Directors and used to improve financial practices.



9. Conflict of Interest

Board of Directors members and staff must disclose any financial interest or relationship that could influence their decision-making.

Conflicts of interest will be documented and managed according to the Foundation's Conflict of Interest Policy.

10. Record Keeping

Financial records, including donor restrictions, receipts, invoices, contracts, and reports, will be maintained for at least 7 years in compliance with IRS requirements.

Digital and physical records will be securely stored and accessible only to authorized personnel.

11. Compliance

The Foundation will comply with all federal, state, and local laws governing nonprofit organizations, including timely filing of IRS Form 990 (if required) and other required reports.

12. Amendments

This policy shall be reviewed annually by the Board of Directors and updated as needed to reflect changes in financial practices or regulatory requirements.

Approved by: _____

[President, The Jamestown Presbyterian Church Foundation, Inc.]

Date: _____

[Approval Date]