

Finance

The KDDA Board of Directors is committed to acting as responsible stewards in managing the organization's financial resources. The organization shall comply with all laws and regulations and shall adhere to sound accounting principles that produce reliable financial information, ensure fiscal responsibility, and build public trust. Ultimately, the board is legally responsible for all financial transactions of the organization.

Fiscal Year

The KDDA's fiscal year matches the calendar year.

Handling Checks and Cash

All checks will be endorsed with the KDDA bank stamp upon receipt. Checks, as well as the associated deposit slip, will be photocopied. Deposits will be made by the treasurer, the executive director, or the administrative assistant within 24 hours of receipt.

The executive director and at least one member of the executive committee will count all cash and checks at the conclusion of cash generating activities. Funds will be deposited within 24 hours by the treasurer or the executive director and a receipt maintained with other KDDA receipts as a record of the transaction.

Paying Invoices

The treasurer will be responsible for paying the organization's bills in a timely manner once or twice a month. The organization's checkbook will reside in the KDDA office.

Two signatures are required for all checks, drafts, or other orders for payment of money except as provided elsewhere in this document. Members of the executive committee (president, vice president, treasurer, and secretary) are valid endorsees. The executive director is also authorized to sign checks and qualifies as one of the required signatures except for checks written as payment (payroll or otherwise) to any KDDA employee. All checks written to an employee requires signatures from two members of the executive committee. Members of the executive committee may not sign checks written to themselves or their business.

Purchasing

The executive director purchases all supplies and equipment. These items should be purchased from local businesses when possible. The board must approve all purchases not in the budget or those exceeding the budgeted amount. Employees must investigate at least three different sources for products or professional services which exceed \$1,000 and submit this information to the board for consideration.

Petty Cash

A petty cash fund of \$50 is maintained for incidental purchases. This account is the responsibility of the executive director who must provide a list of all expenses drawn from this fund accompanied by associated sales receipts or invoices. The information will be provided to the treasurer. Funds may be replenished as necessary at the request of the executive director.

Travel Reimbursement

Employees will be reimbursed for reasonable and customary expenses incurred in connection with the business of the organization, including food, lodging, and transportation while out of town. Reimbursement for alcoholic beverages is prohibited. Travel shall be undertaken in a cost-effective manner.

Meals will be reimbursed at federal per diem rates. Airfare, lodging, gas, and taxi or shuttle service will be reimbursed based on actual costs. Lodging costs exceeding \$100 per night shall be pre-authorized by the board president.

Claims for reimbursement must be presented with receipts. All requests for travel and expense reimbursement must be presented within 30 days of the expenditure.

Budgeting

The organization committee, with the aid of the executive director, will provide a strategy for adequate funding. Board-approved work plans will be presented to the organization committee for the budgeting process. A draft annual budget shall be presented to, and approved by, the board no later than the October board meeting. The board will approve the final budget by the close of the November board meeting. The treasurer will enter all budget figures into the accounting program to generate comparative financial statements by January of the budget year.

The board does not need to approve committee expenditures that were pre-approved in the annual budget. However, the board must approve all expenditures exceeding the budgeted amount or outside the adopted budget prior to expending any funds.

Financial Records

The treasurer will present the financial statement to the board at the regularly scheduled monthly meeting. The statement will include actual and budgeted income and expenses for the month and year to date totals. Within two months after the close of the fiscal year, the treasurer will prepare a year-end financial statement showing in reasonable detail the source and application of the previous year's funds and the financial condition of the organization. This statement will be presented to the board at the following board meeting.

All financial records of the organization will reside in the KDDA office and will be maintained by the treasurer, with input from the employees. Bank accounts will be reconciled monthly and compiled in separate files including all canceled checks and deposit records. Deposits will be tracked by maintaining copies of deposit slips, checks, and bank deposit receipts.

Any contribution, grant, or gift earmarked for a specific activity will be tracked and reported on in a separate restricted fund account.

An independent accountant will conduct an annual financial review and present the results to the board. A formal audit will be conducted every four years.

The KDDA will keep records open to audit for three years. These records will be kept in accordance to standards acceptable by accounting professionals.

Donors

The board is responsible for identifying financial and in-kind donors. Board members will be designated to contact potential donors with the assistance of the executive director. Individual committees may also need to solicit donors. This action should be approved by the board to avoid conflicts.

Acknowledgement

The executive director will acknowledge contributions within two weeks of receipt. Receipts will be issued for all contributions of \$250 or more or upon request.

Gift Acceptance

The board will determine whether accepting a gift of cash or other assets will compromise the ethics, financial circumstances, program focus, or other interests of the organization prior to accepting the gift. Such gifts will be publicly acknowledged in KDDA materials as appropriate.

Grants

The board of directors will approve any requests to write grants. Potential grants must clearly fall within the mission of the KDDA and be for projects on current work plans or address an emerging local issue. A qualified grant writer may be hired to compose the request for the organization.

Employees and committees will keep records, books, and materials in accordance with the requirements set forth in any acquired grant. Reports will be written by the executive director with assistance by volunteers as needed.

The board recognizes that administering a grant is time consuming. The executive director will be responsible for administering grants acquired by the program which means he or she will be less involved in other activities.

Social Media

Main Street understands that some employees and board members participate in social networking sites (e.g. Facebook, Twitter, YouTube, LinkedIn) and create and maintain personal websites, including blogs. KDDA respects employees' and board members' online social networking and personal Internet use. However, employees and board members' presence can affect KDDA as words, images, posts, and comments can reflect or be attributed to the organization. Employees and board members should be mindful to use electronic media, even on personal time, responsibly and respectfully to others.

Board members or employees shall not post confidential information regarding KDDA on KDDA's or personal social media accounts. Employees posting on behalf of KDDA on any social media accounts are to respectfully and professionally represent the organization in all posts, messages, events, etc.

The executive director may establish additional social media guidelines as needed.