

Financial Policies and Procedures Together Georgia Provider Alliance, Inc.

Revised April 16, 2020
[Revised September 10, 2019](#)
[Revised May 21, 2008](#)
[Revised February 22, 2005](#)
[Revised January 13, 2004](#)
[Revised October 27, 2000](#)
[Revised April 15, 1997](#)
Established - June 5, 1995

General Policies

It is the policy of Together Georgia to provide for policies and procedures for all financial matters. The Finance Committee will review these policies and procedures at least annually and make recommendations to the TG Board for approval.

It is the policy of TG to adopt a singular method of accounting to utilize either the cash or accrual accounting method.

It is the policy of TG to maintain a chart of accounts. All employees involved with accounting coding responsibilities or budgetary responsibilities will be provided a chart of accounts, and the chart of accounts must be updated on a routine basis.

It is the policy of TG to keep separate banking accounts for the Association and the Political Action Committee (PAC). There will be no co-mingled funds in any accounts. Furthermore, separate (classes) will be maintained for any major program developed through receipt of State contracts, Memorandums of Understanding (MOUs) or private grants.

It is the policy of the Association to invoice the Foundation on a quarterly basis for services and supplies provided by the Association.

Collections and Write Offs

It is the policy of TG to ensure that all available means of collecting accounts receivable (see Collection Procedures Policy) have been exhausted before write-off procedures are initiated.

If a receivable is deemed uncollectible, approval from the Executive Director is required before write-off implementation of \$1000 or less. Approval by the Finance Committee is required for write offs of more than \$1000.

If write-off procedures have been initiated, the following accounting treatment applies:

Invoices written off that are dated during the current year will be treated as a reduction of the appropriate revenue account.

Invoices written off that are dated prior to the current year will be treated as bad debt.

Assets and Purchasing

It is the policy of TG to require at least two bids for all expenses exceeding \$5,000. The decision to approve a vendor will be made jointly by the Executive Director and the Treasurer.

It is the policy of TG to expense assets in the period purchased if these assets cost \$250 or less individually. Assets costing in excess of \$250 individually will be capitalized and depreciated in accordance with TG's depreciation policies.

Repairs and improvements to real property and leasehold improvements will be capitalized if they cost in excess of \$1,000 individually.

Banking, Checks and Deposits

It is the policy of TG to deliver bank statements to the Executive Director, who will do an initial review of checks that cleared during the prior month.

The Executive Director will make available the bank statement to the Treasurer. The Office Manager or bookkeeper/accountant will answer any questions posed by the Executive Director or Treasurer and prepare the bank reconciliation within two weeks.

It is the policy of TG for ensuring that the Association books reconcile with the appropriate bank statements to verify that all checks that have cleared through the bank, as well as any deposits, service charges, interest payments, etc., are recorded in accounting system. All account's statements will be reconciled with our records in accounting system, guaranteeing that all monies are accounted for. The Executive Director and Treasurer will review and sign a report of this reconciliation every month for each account.

It is the policy of TG that when the bank reconciliation is completed each month, all outstanding checks will be noted. Each month the previous month's reconciliation report will be pulled to determine if any outstanding checks from that month remain outstanding. If there are any checks that are outstanding for two months, the payee will be contacted to find out the status of the check. Appropriate measures will be made from that point. In the case of a payroll check that remains unclaimed after one year, TG will submit the check and

proper forms to the Georgia Unclaimed Property Department and file the proper forms (UP-1, UP-2, and UP-2A).

It is the policy of TG to keep unused check supplies safeguarded under lock and key.

It is the policy of TG to keep voided checks under safeguarded under lock and key with the signature portion of the check removed and destroyed.

Checks will be endorsed upon receipt. Once the checks have been endorsed the checks will be secured until prepared for deposit. All checks and monies received will be secured and deposited within a week of receipt.

It is the policy of TG to endorse checks with the appropriate stamp with the following: DEPOSIT ONLY TG, ACCT # xxxxxxxx.

It is the policy of TG to give check-signing authority to the Executive Director, Treasurer and members of the Finance Committee.

It is the policy of TG that all checks will be prepared and readied for approved signatures by TG bookkeeper/accountant. This preparation will include bookkeeper/accountant performing a mathematical check on all vendor invoices before making payment. The bookkeeper/accountant will review the invoices and initial by the total to indicate the total amount is correct. Once the check has been written for each invoice, the Office Manager or bookkeeper/accountant will write "PAID with check #" on every invoice.

It is the policy of TG that all requests for checks be approved by the Executive Director and the Treasurer of TG and documentation of approval kept on record. In the absence of the Treasurer, the President of TG may approve check requests. The TG check approval form will include the income or expense account the check is being booked against.

Checks can only be signed by a person not requesting the check.

Checks issued for payment of TG's debts over \$5,000 will require two signatures of individuals with current approved check-signing authority. Additionally, individuals involved with check preparation and bank reconciliation are prohibited from having check-signing authority.

It is the policy of TG that should an officer or other member of TG with check signing authority be voted out of office or resign, the TG Board will be notified immediately if there will be a time lag in replacing the individual. The TG Board will then make the decision if the individual should retain check-signing authority until replaced or if the individual's authority should be automatically removed.

All check disbursements will require approved invoices or expense vouchers and a copy of the check and documentation of approval by the Executive Director and the Treasurer in a Transaction File.

All checks and cash for deposit will be copied with documentation as to the date, and nature of transaction or invoice. These copies will be attached to the Deposit Slip and placed in a Deposit Transaction File.

These Transaction Files will be made available for review by the Finance Committee or members of the TG Board.

It is the policy of TG to send thank you letters on TG's letterhead acknowledging all contributions, regardless of the amount. The letters will indicate the dollar amount contributed.

It is the policy of TG to provide adequate supporting documentation for every transaction and to retain proper records for every transaction, which includes the bill, an invoice or memo, and a check approval form. This bill, memo, or invoice and check approval form will be signed by the Executive Director and the Treasurer, as well as the duplicate copy of the check kept on file for every transaction.

Bonding

It is the policy of TG to establish through its regular indemnity insurance program a blanket employee dishonesty bonding in the amount of \$200,000. The blanket employee dishonesty bonding applies as long as no more than five employees of TG handle money.

It is the policy of the TG to establish "by name" employee dishonesty bonding if the regular staff of TG should exceed five employees.

Contracts

It is the policy of TG to grant authority to sign/co-sign contracts and MOUs to the Executive Director as long as the contract or MOU falls within the mission and scope of Association, has the approval of the Finance Committee and the financial implications of the contract or MOU positively reflect the Association's budget.

If the financial implication of signing a contract is not included in the Association budget, board of directors' approval is required before authority to sign the contract is granted.

Credit Cards

It is the policy of TG to issue a credit card to the Executive Director. Additional credit cards will be issued to the TG staff at the discretion of the Executive Director.

All TG staff issued a credit card remits a completed Record of Credit Card Transactions.

Credit Card purchases shall be performed in accordance with other purchasing and contracting policies of TG.

Financial Statements

It is the policy of TG to direct the Executive Director to distribute the financial statements to the Board of Directors.

It is the policy of TG to prepare and distribute financial statements at each Board Meeting. It is the policy of TG that all investments have the prior approval of the TG Board.

It is the policy of TG to allow members to inspect the following records of TG:

- IRS Form 990
- Original applications for tax-exempt status
- Audited financial statements
- Monthly Budget Reports

It is the policy of TG to allow public access to IRS Form 990. An electronic copy of the current 990 will be posted on the TG website.

Staff Salaries

It is the policy of TG to have the Finance Committee annually develop the Executive Director salary range based on the following benchmark criteria: budget size of comparable organizations and comparable salary data..

It is the policy of TG to have the TG Board make the decision on the compensation package for the Executive Director based upon the recommendation of the salary range for the Executive Director determined by the Finance Committee and based upon the outcome of the performance review conducted annually by the TG Board with the Executive Director.

It is the policy of TG for the Executive Director to set the compensation package for all TG staff based on budget considerations, benchmark data, education, experience, the labor market environment including member agencies and

performance that is in line with the salary ranges as approved by the Finance Committee.

It is the policy of TG to make staff salary ranges available to any member of TG upon a request to the Executive Director.

Travel and Business Expenses

It is the policy of TG to establish travel and business expense limitations and guidelines as follows:

Personal Mileage --Employees will be reimbursed for use of their personal car on TG business at the current rate established by the IRS for business travel and only at the most cost-effective means of travel.

Public Carrier--Employees travel expenses will be reimbursed at the rate of the most cost-effective means of travel.

Lodging--Lodging facilities will be reimbursed for the basic room charge and applicable taxes. Receipts are necessary.

Meals--Employees will be reimbursed for meals, which were necessitated by TG business. Receipts are necessary.

Taxi, Telephone, Entertainment, Tips, Parking and Tolls, Car Rentals--All necessary and customary costs associated with the conduction of TG business will be reimbursed with appropriate receipts and documentation.

The Executive Director must approve all travel expenses.

It is the policy of TG that all employees will turn in their expense reports at the end of every month, recording all expenses incurred in that month.

Reserves

It is the policy of TG to maintain four months operational expenses in the Association primary accounts as a primary reserve fund.

Other Policies

It is the policy of TG to complete IRS Form 1099 for all individuals and vendors receiving \$600 or more from TG.

A log of Vendor Federal Identification Numbers will be maintained.

It is the policy of TG to prohibit loans to employees and members under all circumstances.

It is the policy of TG to sell membership-mailing labels as long as the product or service is of interest to the membership. Regular members will not be charged for mailing lists.

It is the policy of TG to retain records as required by law and to destroy them when appropriate.

It is the policy of TG to write off checks over 12 months old in conjunction with year-end procedures if the checks in question do not exceed \$100.00. When checks exceed this amount, contact with the payee will be initiated to resolve the issue. Written-off checks will be credited to miscellaneous revenue.

It is the policy of TG to depreciate fixed assets utilizing the straight-line method according to acceptable financial standards.

It is the policy of TG to have TG's Federal Identification Number printed on its invoices, statements, purchase orders, and any other document that may trigger a customer's request for this information.

It is the policy of TG to document all business dealings with a business agreement letter to be signed by the TG Executive Director and the authorized party from the vendor or business involved.

It is the policy of TG to keep all payroll and personnel files current. This process will include completed W-4's and G-4's, any salary/wage adjustment forms needed, signed paycheck deduction forms (for such purposes as retirement or health insurance), signed applications, annual performance appraisals signed by both parties, signed documents explaining any disciplinary or general personnel issues, I-9 forms signed and with proper documentation, as well as any other documentation that is deemed necessary for documentation.

It is the policy of TG to contract with a Payroll Service Company to issue and handle all TG regular employee payroll transactions. TG regular employees will be paid bi-monthly utilizing a direct deposit method of payment.

It is the policy of TG to remain aware that all transactions need to be separated into as specific accounts as possible. New accounts will be added as needed. Periodically the Executive Director will examine the amount of money that has been assigned to the Miscellaneous account and will make the determination if the transactions in said account need to be assigned to more appropriate accounts.