

AHEPA Chapter 145 - Lodge

FISCAL POLICIES & PROCEDURES

Executive Summary

The AHEPA Chapter 145 Organization is committed to establishing and upholding robust fiscal Policies and Procedures providing the methods and processes to execute and govern the fiscal affairs of the Lodge, in an exemplary model, that is recognized by non-profit funding organizations and sister AHEPA chapters alike.

To this end, this document articulates the agreed upon policies and procedural guidelines that are designed to:

- Protect the assets of the organization
- Provide the framework for the organization's financial decision making
- Emphasize the fiduciary responsibility of officers and volunteers involved in financial matters
- Set forth the roles, responsibilities and expectations of the Policy and Finance committee, the elected officials, and the audit team.
- Ensure compliance with federal, state, local and legal requirements
- Serve as a training resource for volunteers or new elected officers

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The AHEPA Chapter 145 Lodge (“Lodge” or “organization”) is committed to establishing good fiscal policies and procedures by providing conversations and documentation needed to establish sound financial policies.

Specific policies and procedures vary widely depending on an organization’s budget size, volunteers/membership, and business model. There is no “one size fits all” template that will work for all organizations. Therefore, this document was designed specifically for the Lodge.

Why are fiscal policies and procedures important for the Lodge?

Maintaining meaningful and well-considered policies and procedures is a critical component of a strong financial management system. They are used to establish an organization’s internal controls and for ensuring compliance with regulatory standards, as many nonprofit funders expect grantees to comply with specific policy and procedure guidelines. Documenting the organization’s fiscal policies also serves as an important tool for clarifying roles and responsibilities and ultimately for ensuring that the organization’s financial data is an accurate and reliable basis for organizational decision making.

The agreed upon policy and procedural guidelines contained in this document are designed to:

- Protect the assets of the organization.
- Ensure the maintenance of accurate records of the organization’s financial activities.
- Provide a framework for the organization’s financial decision making.
- Establish operating standards.
- Serve as a training resource for volunteers.

- Ensure compliance with federal, state, and local legal and reporting requirements.

How is this document organized?

This document is organized into six sections, representing the significant components of a financial management system: Accounting Procedures, Internal Controls, Financial Planning & Reporting, Revenue/Accounts Receivable, Expense/Accounts Payable, and Asset Management. Suggested policy areas are included under each header. Since some of these areas may not be relevant for this organization, the respective section will have "N/A" to indicate 'not applicable'. Underneath each header is a section for both a broad policy statement and for the specific procedures related to implementing the policy.

Effective fiscal policies and procedures drive out of three interrelated activities: 1) an informed discussion of the organization's potential areas of risk and system needs, 2) decision-making about an appropriate level of policies and procedures to address those risks and needs, and 3) documenting those decisions and revisiting them regularly.

How this document is designed

Policies have been designed and implemented such that they make sense for the organization, given the nature of its operations and extent of its resources available for financial systems. The design starts with the areas that present the most potential risk or confusion to the organization.

Following are some things that were kept in mind throughout the process of discussion and documentation:

- Policies should be clearly documented and easily understood by individuals outside of the committee or the organization.

- Policies should be robust enough to prevent negligence of duties or fraud.
- Write policies that you can realistically maintain given the organization's resources.
- Design procedures that clearly and intelligibly describe the duties and responsibilities of the individuals involved.
- Volunteer members involved in processes should be listed by committee role.
- Agency forms relevant to the policy should be cited.
- Relevant time frames should be indicated.

Who are involved?

The most important part of developing policies and procedures is that they are discussed, agreed upon, and regularly reviewed by both the decision makers in the organization and by those who will be implementing them on a day-to-day basis. In the Lodge this is a combination of Board members (delegated to the Policy and Finance Committee), Executive Officers, and the Chapter's members.

In most cases, the high-level policy questions are discussed among Board members, Chapter officers and Policy and Finance Committee members. The day-to-day procedural steps are often best determined between the Executive Officers and any front-line financial volunteers. Together they are in the best position to determine the most efficient and effective ways to implement a given policy direction. The Board and Policy and Finance Committee may serve as another set of eyes on the procedures to ensure that they adequately address the broad policy goal, but they often do not have the operational perspective needed to write them.

Ultimately the Executive Officers have responsibility for administering the policies and ensuring compliance with the procedures. It is good practice to train volunteers regularly on the policies and procedures. This can often

be done in conjunction with a review process, which should occur at least at every change in Executive Officers and/or volunteers.

Members are encouraged to call attention to the Committee Chairperson any questionable disbursement requests and/or wrongdoing that violates any of the key policies and/or internal controls and procedures.

Policy and Finance Committee

During January 2019, the Membership of the Denver Chapter 145 voted unanimously to approve the formation of the Policy and Finance Committee for the purpose of aiding, direction, cooperation, and transparency relating to the operation of the Lodge. If the Chapter Membership determines under specific cases with a set criterion, the Policy and Finance Committee may offer an oversight role for the Lodge. The selection for the volunteers of this committee is based on the following criteria:

- Current or retired lawyer,
- Current or retired accountant,
- Current business owner,
- Tenant of the shopping center owned by the Chapter's Colorado Limited Liability Company,
- Current or retired employee having had full responsibility of an annual budget exceeding \$17M, and/or,
- Retired business owner with asset management experience.

The initial committee formed in January 2019 were chosen to serve through 2023, and after then any committee member that wishes to be replaced will notify the Co-Chairmen and the Chapter President. The Chapter President, along with committee member consultation, at his discretion, will then appoint an individual based on the criteria referred to above.

The original committee members selected for this initial term are as follows:

- Manoli Tsikoudakis (Co-Chairman)
- Dino Bardossas, CPA (Co-Chairman)
- Terry Vaidis
- Jim Peros
- George McCoy
- Luke Lukas
- Chris Christopher
- Andy Armatas
- Spero Armatas
- Dick Sotiros
- Ex-Official Members: Chapter President and Treasurer

Accounting Procedures

Finance-100 Accounting Procedures		Fiscal Policies & Procedures	
Effective Date: 01/01/23	Last Revision: 12/31/22	Version: 1.0	Total Pages: 4

Purpose/Discussion

This section covers basic accounting procedures for the organization. The accounting procedures used by the organization shall conform to Generally Accepted Accounting Principles (GAAP) to ensure accuracy of information and compliance with external standards.

Basis of Accounting

Policy:

The organization uses the modified-accrual basis of accounting. The modified-accrual basis is the method of accounting whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses regards the date of receipt or payment of cash and accrues revenue or expense when considered material.

Procedures:

- Throughout the fiscal year, expenses are recorded into the month in which they are paid. The books are closed no later than the tenth day after the close of the month. Invoices received after closing the books will be counted as a current-month expense, if material in amount.
- At the close of the fiscal year, all expenses that should be accrued into the prior fiscal year, are so accrued, to ensure that year-end

financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 60 days after the end of the fiscal year.

- Revenue is always recorded in the month in which it was earned or pledged.

Journal Entries

Policy:

Journal Entries are posted for transactions required to adjust or correct account balances at any point in time of the fiscal year. These entries are posted as often as necessary during the calendar year.

Procedures:

- The Finance & Policy Committee in conjunction with the Treasurer and Tax Accountant are responsible for preparing Journal Entries.
- The Board of Governors can review no later than end of year.
- Approval may be documented by entering a note thereto into the Journal Entry description.

Bank Reconciliations

Policy:

All bank statements will be opened and reviewed in a timely manner. Bank reconciliation and approval will occur within 10 days of the close of the month.

Procedures:

- All bank statements and cancelled checks will be opened, reviewed, and initialed by the Secretary or Treasurer upon receipt.

- Once reviewed, bank statements are submitted to the Treasurer for reconciliation.
- Treasurer will delegate this task to another qualified member or hired accounting professional (Bookkeeper).
- The Treasurer or Chapter President will review and approve reconciliation reports by signing and dating the report in the upper righthand corner.

Monthly Close

Policy:

Books are closed on the day bank reconciliations are completed.

Procedures:

- The Bookkeeper initiates a bank feed and categorizes all transactions in consultation with the Treasurer and/or the Policy and Finance Committee Co-Chairman, who oversee the closing of the books.
- Once the bank account is reconciled and reports are saved, the monthly closing procedure is completed.

Recordkeeping

Policy:

The document retention policy sets forth how long specific documents are maintained, in what medium, and where. These policies should conform with Internal Revenue rules and regulations, state and local tax authorities.

Procedures:

- Current year and one year in arrears of accounting records should be kept at the Lodge offices in a locked filing cabinet. Prior years

should be kept off site in a secure environment and/or digitized and retained in accordance with page twenty-one of the IRS' Compliance Guide for Charities.

- The Treasurer files all accounting records monthly.
- The Treasurer and/or Secretary should destroy, or shred archived accounting documents as prescribed by IRS guidelines.
 - Pursuant to IRS Exempt Organization Organizational Requirements, an exempt organization must keep books and records needed to show that it complies with the tax rules. The organization must be able to document the sources of receipts and expenditures reported on its annual return and on any tax returns it must file. Records must support income, expenses, and credits reported on exempt organization annual returns and tax returns.
 - Refer to IRS Publication 4221-NC (Rev. 9-2014) *Compliance Guide for Tax-Exempt Organizations (other than 501(c)(3) Public Charities and Private Foundations)*.

Internal Controls

Finance-150 Internal Controls		Fiscal Policies & Procedures	
Effective Date: 01/01/23	Last Revision: 12/31/22	Version: 1.0	Total Pages: 4

Purpose/Discussion

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed, and recorded.

Lines of Authority

Policy:

The Finance and Policy Committee, Executive Officers, and Membership have authority to approve fiscal policies and are required to review them annually and the Finance and Policy Committee has the authority to approve expenses in accordance with the approved budget. The 'line of authority' can NOT influence or demand any individual, who has fiduciary responsibility, to take any action related to the case.

Procedures:

- The Treasurer approves the operating expenses set forth in the annual budget that is prepared by the Budget Committee and enacted by a vote of the Chapter.
- The Executive Officers and the Policy and Finance Committee approve capital expenses set forth in the annual budget.
- Disbursement approval is by reviewing and initialing the Expense Reimbursement Form – operating expense approval is by the

- Treasurer. Capital expense approval is by the Treasurer and the Policy and Finance Committee.
- The Policy and Finance Committee develops the fiscal policies. The policies are then reviewed and approved by the Executive Officers and both the Policy and Finance Committee and Membership.
 - The Policy and Finance Committee has the authority to propose a change to a fiscal policy. Proposed changes are approved by the Executive Officers and the Membership. At least annually the policies are reviewed are reviewed by the Policy and Finance Committee.

Conflict of Interest

Policy:

All members, employees, volunteers (including elected officers and all members of authorized committees) and members of the Board of Governors and the Executive Officers are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee, Chapter volunteer, or Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

Procedures:

- Upon or before hire, election, or appointment each employee and Board member must provide to the Chapter President a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest. Examples include employer, business, and other nonprofit affiliations, and those of family members or a significant other. This written disclosure will be kept on file and will be updated annually and as needed.

- Volunteers/Employees and Board members must disclose to the Policy and Finance Committee any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the volunteer/employee or Board member will not be permitted to participate in the transaction or decision.
- Should there be any dispute as to whether a conflict of interest exists:
 - The Chapter President shall determine whether a conflict of interest exists for an employee or volunteer and shall determine the appropriate response.
 - The Board of Governors shall determine whether a conflict of interest exists for the Chapter President or a member of the Board and shall determine the appropriate response.

Segregation of Duties

Policy:

The organization's financial duties are not ideally distributed among multiple people to help ensure protection from fraud and error. However, the AHEPA Bylaws for Duties of the Treasurer should be adhered to and with both the Board of Governors periodic audits and the chapter's voice vote during monthly meetings to approve chapter expenditures, such distribution of duties offer a reasonable protection of the organization's assets while also considering efficiency of operations and limited resources.

Procedures:

- The Treasurer should ensure that cash receipt and disbursement functions are separated among various roles that are considered key internal control risks. Some key considerations include:

- One of the two check signers should not also be involved in the approval of such expense or basic accounting procedures directly related to such expense.
- Someone outside of the accounting function should open and log all checks received.

Physical Security

Policy:

The organization maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money, securities, real estate, and other valuable property.

Procedures:

- Blank checks may be stored safely and securely with the Treasurer. Blank checks do not need to be signed out or accounted for by someone other than the person who cuts checks, but under no circumstances will there be a signed blank check.
- Password and second step verifications are required to prevent access to accounting software and such passwords are changed monthly by both the Treasurer and Bookkeeper.
- The Policy and Finance Committee ensure that security measures for signatures with investment brokerage firm and deeds and titles to the real estate property are in place.
- The Lodge does not handle cash. Bank deposits are made regularly (at least monthly).

Financial Planning & Reporting

Finance-200 Financial Planning & Reporting		Fiscal Policies & Procedures	
Effective Date: 01/01/23	Last Revision: 12/31/22	Version: 1.0	Total Pages: 5

Purpose/Discussion

The organization's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The presentation of the Financial Statements shall follow the recommendation under the Accounting Standards Update (ASU) 2016-14, issued by the Financial Accounting Standards Board (FAS). Under GAAP, revenues are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the organization are classified as unrestricted, temporarily restricted and permanently restricted.

Budgeting Process

Policy:

The organization's annual budget is prepared and approved annually for the Chapter. The budget is prepared by the Budget Committee in conjunction with the Chapter President/Treasurer and appointed committees. The budget is to be approved by the Chapter prior to the start of each fiscal year. The budget is revised during the year only if approved by the President and Treasurer, but if the change is greater than \$2,000, by a membership vote.

Procedures:

- The President and/or V.P., and Treasurer will work together with the Budget Committee, and Finance Policy Committee, to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.

- The President/Treasurer and Budget Committee will present a draft budget to the Policy and Finance Committee at least 60 days prior to the end of the fiscal year and at least 30 days prior to its submission to the Chapter to ensure its approval by January of the following year.
- Key select Chapter and/or Event Committees must present their respective budgets as reviewed by the Chapter President to the Budget Committee by November 1st for consideration. Once the Budget Committee completes its budget preparation, it is presented to the Policy and Finance Committee for review and approval before its presentation to the Chapter for final vote of approval.

Internal Financial Reports

Policy:

The organization prepares regular financial reports monthly from its QuickBooks Online software service subscription. All reports are finalized no later than 30 days after each close of the prior quarter.

Procedures:

- The Treasurer is responsible for producing the following year-to-date reports within 30 days of the end of each quarter: Statement of Financial Position, Statement of Activities, Budget v. Actual and updated Cash Flow Projection, when deemed necessary.
- The President, Board of Governors and Policy and Finance Committee review financial reports each quarter, and the Treasurer presents an annual report to the Tax Accountant and will also have them made available upon request to the Chapter members.

- When appropriate, on a quarterly basis, the Treasurer prepares a narrative report for the Board of Governors that summarizes the organization's current financial position and includes explanations for budget variance.

Audit

Policy:

Internal Audit and Board of Governors Best Practices.

Although a certified financial audit is not required, the Board of Governors have the requirement to inspect the Lodge's accounting every quarter ('internal audit'). The Policy and Finance Committee highly recommends that the Board of Governors consist of at least two members that have financial and/or accounting expertise, and it's expected that all members of the Board of Governors be actively and consistently involved.

Members that wish to run for the Board of Governors should attend all Board of Governors meetings. If they believe they will not be able to attend the designated three meetings within a year, they should not run for such position. Missing a meeting without a reasonable and justifiable excuse, should disqualify the member from the Board of Governors. The previous Chapter President is the Chairman of the Board of Governors, but if the previous Chapter President is not able to do so, then it goes to the next previous President, and so on.

The Policy and Finance Committee has designed an audit program (i.e., suggested procedures used to perform the internal audit) that it highly recommends the Board of Governors to use in their internal audit function. Once their audit is completed, the Chairman of the Board of Governors and the Treasurer should report in detail, if necessary, any findings to the Membership. The Treasurer should also report such findings to the Executive Officers and the Policy and Finance Committee prior to the regularly scheduled Chapter Meeting.

Certified Financial Audit.

Should a certified financial audit be required for valid reason, certain procedures must be followed.

Procedures:

- Form an audit committee of the Board of Governors and determine how many members will it comprise and with what responsibility.
- The Policy and Finance Committee hires and oversees the external Audit firm when one is required.
- The Policy and Finance Committee will identify the member liaison to the audit firm.
- Agree as to how the audit report is presented to the Board of Governors.
- Determine how the audit report is made available to the Membership.

Tax Compliance

Exempt Organization Returns

Policy:

A qualified CPA will be engaged to complete the annual Federal Form 990 and any other related state return(s) by the federal due date, including extensions.

Procedures:

- The Policy and Finance Co-Chairmen can serve as the Treasurer liaison to the Tax Accountant.

- The Treasurer and/or President reviews the tax returns prior to filing and have ultimate approval and signature authority.
- Treasurer determines how the Form 990 is made available to the Board of Governors.
- Secretary determines how the Form 990 is made available to the Chapter and/or public.

Quarterly/Annual Payroll Reports

Policy:

N/A - The organization has no payroll and thereby has no payroll reporting requirements.

Revenue & Accounts Receivable

Finance-300 Revenue & Accounts Receivable		Fiscal Policies & Procedures	
Effective Date: 01/01/23	Last Revision: 12/31/22	Version: 1.0	Total Pages: 3

Membership Dues Statement Preparation

Policy:

All members are issued a statement each year to capture all membership dues to ensure a healthy participation and cash flow for the organization. All final statements for the new year are completed by the 15th of the following month (ex: January 15th for December).

Procedures:

- [TBD –discussions will be led by Dino Bardossas, Manoli Tsikoudakis, and Harry Haros for implementing a hybrid membership dues billing and collections system with both QuickBooks Online and manual check deposits].

Revenue Recognition

Policy:

All membership dues and contributions will be recorded in accordance with GAAP. Membership dues and contributions are recorded as pledged or received in accordance with GAAP and must be credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the organization's Chart of Accounts.

Procedures:

- The President reviews all revenue more than \$5,000 and indicates on the letter or copy of the check how the revenue shall be recognized (as earned/contributed, conditional/unconditional and restricted/unrestricted). If there is a question or uncertainty about how to recognize a particular contribution, the President will ensure that the donor is contacted to clarify the intent of the contribution.
- The Treasurer is responsible for posting revenue to the general ledger in accordance with the determination made by the President.

Cash Receipts

Policy:

Most funds are received by check, but the Lodge may implement digital means of collections by way of QuickBooks Online.

Procedures:

- Either the Secretary or Treasurer open the mail, the Treasurer codes income, and the Bookkeeper posts receipts in the accounting system.
- Copies of checks are made before depositing and presented to the Secretary as often as required.
- Checks are endorsed by bank provided stamp as soon as checks are received.
- Checks are safely and securely kept with the Treasurer until depositing.

Deposits

Policy:

Deposits ideally are made within thirty business days after receiving the check(s). The Treasurer has the flexibility and discretion to determine the threshold of time and/or amount (i.e., once a week or when more than \$1,000 has been collected).

Procedures:

- The Treasurer prepares and reviews bank deposit slips.
- Remote or mobile deposits are not allowed. The Treasurer physically takes checks to the bank.
- The Board of Governors reviews bank receipts each quarter, and the Treasurer files them in the Lodge office.

Expense & Accounts Payable

Finance-400 Expense & Accounts Payable		Fiscal Policies & Procedures	
Effective Date: 01/01/23	Last Revision: 12/31/22	Version: 1.0	Total Pages: 6

Purchases & Procurement

Policy:

- Any expenditure more than \$3,500 for the purchase of a single item should have bids from three (3) suppliers if possible (even if the supplier is a Chapter Member). These bids will be reviewed by the Policy and Finance Committee and the bid award must be specifically approved in advance by the Chapter President and Treasurer.
- All requests or inquiries made by any Committee member or Chapter member as to availability of funds and/or requests for payments must NOT be made to the Real Estate Committee and/or Shopping Center LLC representatives; but, rather directly to either and Executive Officer or Policy and Finance Committee Co-Chairman.

Procedures:

- Depending on the circumstances, a purchase order may be required.
- Depending on the circumstances, the Chapter has the authority to authorize purchases.
- Purchases that are approved are documented by either the Minutes of the Chapter or Policy and Finance Committee.
- The Donation Committee is solely responsible for determining to whom donations are given and the amounts of the donations

contingent that the total donations are within the approved budget. The Donation Committee will confirm with the Treasurer to make certain funds are available prior to completing the donation request. The Treasurer must confer with the Shopping Center accountant to ensure funds are available.

Payroll

N/A – The organization has no payroll.

Independent Contractors

Policy:

The Chapter may require the use of independent contractors for specific or skilled labor purposes on either a one-off instance or on some periodic basis pursuant to a bid process or sole source system with a qualified vendor that is reviewed at least every five years.

Procedures:

- The Chapter's Legal Committee has the authority to review and establish contracts for further approval and eventual signature by the Chapter President.
- The Chapter President and the Policy and Finance Committee are responsible to ensure that the Conflict-of-Interest policy is enforced.
- The Policy and Finance Committee is responsible for verifying that the person is appropriately classified as an independent contractor and not employee.

Invoice Approval & Processing

Policy:

All invoices must be approved by the Committee/Event Chairman for which the expense was incurred. Approved invoices are presented to the Membership for payment approval and should be paid within 30 days of receipt.

Procedures:

- Invoices and bills will be opened and reviewed by the Secretary. The President or Committee/Event Chairman will be notified immediately of any unexpected or unauthorized expenses.
- Invoices are then routed to the Treasurer for authorization prior to payment being issued. If the expense is greater than \$1,200 and was not authorized through the purchase order system, either the President or Policy and Finance Committee must also approve the expenditure.
- Copies of all invoices paid will be filed in the Treasurer for Board of Governors audit purposes. Refer to the Records Retention Policy as to requirements for archiving these documents.

Cash Disbursements

Policy:

- Appropriate documentation is required from vendors (i.e. itemized invoices, completed W-9) before a check request or payment is processed.
- Authorized check signers have fiduciary responsibility individually and severally.
- Bank Debit Cards may be issued to only the Chapter President and Treasurer and may only be used for budget approved line items under \$500.

- Donation requests must first be presented to Donations Committee.

Procedures:

- No check request is prepared when no invoice is received.
- The Treasurer prepares checks, and two signatures are required. Either the Treasurer or Secretary may mail them.
- Expenditure records are kept with the Treasurer or filed at the Lodge office.
- The Donations Committee will confirm with the Budget Committee to make certain funds are available prior to completing the donation request. The Policy and Finance Committee Co-Chairmen will present the donation request to the Membership for a vote.

Petty Cash

N/A

Volunteer/Committee Member Reimbursements

Policy:

- Member reimbursements within a current fiscal year are only allowed for line items or events that are designated on the approved budget for that specific fiscal year and must be presented to the Treasurer within sixty (60) days upon incurring such expenditure.
- The Committee/Event Chairman should pre-authorize any expenditure that will require reimbursement and under no

circumstances shall an advance of funds be made to Membership prior to incurring the expenditure.

- Under certain circumstances the Lodge may not be in a financial position to fulfill a Member Expense Reimbursement. Therefore, Members should be made aware that if they are not personally able to afford such expenditure that they should forgo attending an event or program until such time they can afford to.
- If a member is serving as a delegate, the Chapter will pay for their registration to a District, Regional, or National Convention.

Procedures:

- An Expense Reimbursement Form will be made available to Membership by the Treasurer and/or posted on the Lodge's website for the exclusive use for requesting reimbursement of funds.
- The Form must be properly completed and submitted to the Treasurer no later than 40 days from the date of the event and/or date of final expenditure(s) made. Late submissions will not be honored, but under certain circumstances may be presented to the Chapter President for further consideration with the Chair of the Policy and Finance Committee.
- An Executive officer or Committee Chair can authorize reimbursement requests for that specific requestor of funds, but an Executive officer other than that one may sign off on the request form.
- Reimbursement requests are processed by submitting the completed and approved form to the Treasurer who will then determine how such payment will be distributed.

Travel Expenses

Policy:

- Only travel expenses that have been pre-approved, including travel outside of local area, are eligible for reimbursement.

- Members wishing to attend a convention or sporting event and receive a partial refund, must be an active member for at least one year. All members must attend three (3) full meetings a year unless they reside outside of a fifty (50) mile radius from the Lodge. A system must be put in place to actively monitor these requirements and the National AHEPA Meeting Procedures may be helpful with this. If a member cannot meet these requirements, but wishes to attend the approved events, they must meet privately with the President and Treasurer of the Chapter to discuss their issues, whereby the President and Treasurer can then make any necessary exceptions.
- The Lodge does not reimburse or follow any standard reimbursement rates for travel (i.e., mileage rates, per diem rates, maximum lodging rates).

Procedures:

- Either the Chapter President or Committee/Event Chairperson authorizes travel requests and for the requestor of such travel.
- All appropriate documentation supporting the travel and lodging cost and purpose needs to be maintained and attached to the Expense Reimbursement Form.

Credit Cards

N/A

Expense Allocations

N/A

Asset Management

Finance-500 Asset Management		Fiscal Policies & Procedures	
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Cash Management and Investments

Policy – refer to the appropriate and currently enforced Investment Policy Statement and Spending Policy for the respective Lodge and Education Funds with respect to:

- Determining who is responsible for administering investment accounts and what other professional advice is sought.
- Determining the organization's risk tolerance/risk preference.
- Restrictions on how or where the organization can invest.

Procedures:

- The Policy and Finance Committee with the President and Treasurer have the authority to select where bank accounts are held and who has access.
- There is no threshold at which cash should be transferred from an operating account to an interest-bearing account. The Treasurer is authorized to make this transfer with review by the Policy and Finance Committee, and when required by Membership vote.

Capital Expenditures and/or Equipment

Policy

- Capital expenditures must be reviewed and approved by the Executive Officers and the policy and Finance Committee before payment is made.
- Refer to Tax Accountant's suggestion for Form 990 purposes and seek out advise from Real Estate Committee for any existing policy relating to leasehold requirement:
 - Any major and significant cost of capital asset or improvement/repair that will add more than three years of useful life should be capitalized rather than expensed.

Procedures (TBD, when necessary):

- How is inventory of capitalized items kept, if applicable? Who has oversight?
- What depreciation method is used and who maintains the schedules?
- How often is depreciation posted to the general ledger and by whom?
- What are the procedures for disposing of assets when they are no longer in use?

Employee Retirement Accounts

N/A

Operating Reserve/Investment Fund Policy

Policy (WIP):

The Lodge does not require a target minimum operating reserve fund for its operations. All investments owned and/or managed by the Lodge are governed under the appropriate and currently enforced Investment Policy Statement and Spending Policy.