



APPENDIX C

OLLI@UGA FINANCIAL POLICIES

Adopted by the OLLI@UGA Board of Directors
January, 22, 2024

Note: Procedures for these policies are shown in italics and represent the current practices.

OVERSIGHT AND RESPONSIBILITY – BOARD OF DIRECTORS and FINANCE COMMITTEE

As the ultimate policy- and strategy-setting body of OLLI@UGA, the board of directors has fiduciary obligations to OLLI@UGA. In exercising the financial aspect of their fiduciary obligations, the board of directors shall consult the finance committee.

ACCOUNTING RECORDS

1. The executive director shall ensure that OLLI@UGA uses a double-entry bookkeeping system for accounting. *OLLI@UGA uses QuickBooks Online accounting software.*
2. The executive director shall ensure that all OLLI@UGA funds are deposited into its accounts.
3. *Expenditures are reviewed by the executive director and approved by the treasurer.*
4. The treasurer or any individual authorized by the board of directors may make withdrawals or transfers on behalf of OLLI@UGA, after receiving approval from the executive committee.
5. The executive director shall ensure that appropriate staff maintain adequate documentation to support all expenditures, deposits, and general entries.

Each deposit shall be identified in the accounting records by revenue type and posted to the appropriate account in the chart of accounts. All expenditures shall be identified by type and posted in the accounting records to the appropriate expense account.

6. The treasurer shall present financial reports to the board of directors at its monthly meeting. These reports shall include assets, liabilities, and equity, as well as reports of OLLI@UGA's operations.
7. The finance committee shall review the financial reports each month, focusing on unexpected items or items that deviated from budget forecasts.

ANNUAL OPERATING BUDGET

1. The executive director, with the assistance of the treasurer and finance committee, shall prepare for OLLI@UGA an annual operating budget.
2. The executive director and the treasurer shall present the proposed annual budget to the board of directors no later than May for consideration and approval by 30 June..
3. The treasurer, executive director, or other persons responsible for budgets may propose changes to the annual Budget. The board of directors must approve any changes of 10% or more per line item and any amounts over \$1,000.

CHECKING AND PURCHASES

1. Funds shall be disbursed only for valid business purposes upon proper authorization. Check-signers shall not sign blank checks (see Accounting Records numbers 3, 4, 5).
2. The board of directors shall authorize individuals by position to make purchases by check or credit card and sign checks on behalf of OLLI@UGA. These designated individuals shall include the president, president-elect, treasurer, and other individuals as designated by the board.

The executive director or office manager emails invoices weekly to the treasurer, and bookkeeper for review, approval, and record-keeping. Invoices \$5,000 and greater require approval of the treasurer and a second member of the executive committee.

The executive director and treasurer review the invoices and send an email reply to approve or not approve the payments. The bookkeeper records the approved transactions. The executive director researches issues regarding non-approved invoices.

The executive director or office manager pays the approved invoices and investigates questions regarding disapproved invoices.

OLLI@UGA pays invoices online using the Synovus Bill Pay system.

3. *Each check signer shall determine if the item to be purchased has been approved by an authorized person (one who certifies that the item is within budgetary limitations by reviewing supporting documentation).*
4. *Checks shall be pre-numbered, the sequence shall be accounted for regularly, and unissued checks shall be controlled and kept in a secure location.*
5. *Voided checks shall have "VOID" written boldly in ink on the face and have the signature portion of the check torn out. Voided checks shall be kept on file.*
6. **Credit Cards:** Procurement of new credit cards and credit limits must be approved by the executive committee and board of directors, based on recommendations from the Finance Committee.

Appendix C

BANK RECONCILIATION

1. OLLI@UGA's bank accounts shall be reconciled monthly by the OLLI@UGA bookkeeper.
2. The treasurer shall review and approve monthly bank reconciliation, including examination of original bank statements or relevant online information.

PROGRAM SERVICE FEES

The executive director shall ensure that appropriate staff carry out the following responsibilities:

1. Service fee rates, dues, fees, sales prices, and subscription rates shall be approved by the board of directors and publicly announced or published in rate schedules, catalogs, or bulletins.
2. Membership dues and tuition rates shall be proposed by the finance committee and approved by the board of directors.
3. *OLLI@UGA staff shall maintain an up-to-date schedule of all membership and dues rates.*
4. *Records shall compare receipts and deposits associated with membership and participation data, names of registered participants, number of class enrollments, and attendance at events.. These records shall be analyzed by the executive director and reviewed by the finance committee and presented to the board of directors annually.*
5. *Cash and check receipts from special events shall be counted by at least two people.*
6. *Cash and check receipts shall be deposited promptly or stored in a secure location until the deposit is made.*

GIFTS AND CONTRIBUTIONS

The executive director shall ensure that appropriate staff carry out the following responsibilities:

1. OLLI@UGA staff shall keep a record of all contributions and gifts, including the donor's name, amount, date, and any restrictions.
2. IRS-compliant acknowledgement letters shall be sent to donors.
3. Donated goods and services shall be recorded in the accounting records at fair market value. They shall be listed at the time they would have been purchased if they had not been donated. Donations other than cash must be approved by the executive committee.
4. OLLI@UGA staff shall publish the names of donors (except those donors who wish to remain anonymous) in its journals, newsletters, or programs. Someone independent of the OLLI@UGA bookkeeper must investigate complaints of errors or omissions. Donor complaints

shall be resolved on a timely basis.

MANAGEMENT OF FUNDS

Cash and other financial assets of OLLI@UGA shall be managed according to purpose and segregated into the categories of operating cash, emergency cash, and investments.

1. Risk Management - The safety of organization funds is of high importance; therefore, OLLI@UGA shall favor lower-risk investments. Cash must be held in institutions insured by the Federal Deposit Insurance Corporation (FDIC) and investments must be held in institutions covered by the Securities Investor Protection Corporation (SIPC).
2. Checking Account - To maintain sufficient liquidity for normal ongoing operations, OLLI@UGA shall maintain a balance in its checking account that covers anticipated monthly expenses throughout the fiscal year, giving consideration to usual fluctuations in receipts and payments.
3. The finance committee shall determine the appropriate amount of operating cash after the board of directors has approved the annual budget. The finance committee shall approve transfers between operating cash and emergency cash. The treasurer will carry out all approved transfers.
4. Emergency Cash - OLLI@UGA shall maintain an emergency cash fund in a savings account or a similar fixed-income instrument. A minimum of \$40,000 is the primary objective for the emergency cash fund. A strategic objective is to increase this emergency cash balance to approximately 20% of any current year budgeted operating expenses.
5. Investments – Funds in excess of current operating cash and emergency cash requirements are available for investment to support OLLI@UGA’s longer-term viability and success. The objective is to achieve reasonable growth and minimize risk. Both equity and fixed-income securities are eligible for investment. As emergency cash increases, the finance committee may consider allocating a greater portion of the investments to liquid equities. To minimize risk through diversification, mutual funds and exchange traded funds, rather than options or derivatives, are the preferred investment vehicles.
6. Advisory Panel - An Investment Advisory Panel of no more than three members (plus the executive director, as an *ex officio* member) shall be appointed by the finance committee chair on an as-needed basis to monitor OLLI@UGA funds and make recommendations regarding the investment of funds in excess of required operating cash and emergency cash. The finance committee shall present investment recommendations to the board of directors for approval.
7. OLLI@UGA may receive grant or gift funds that have restrictions placed on the use of funds by the donor.
 - a. The board of the directors shall determine whether to accept contributions, gifts, or grants, with any related restrictions or requirements.
 - b. The executive director shall ensure that OLLI@UGA complies with all restrictions placed on such gifts.

- c. The OLLI@UGA bookkeeper shall separately account for and document gifts and grants.
- d. *The OLLI@UGA bookkeeper shall track restricted funds, differentiating between permanently restricted, temporarily restricted, and unrestricted funds. Information about these funds shall be included in the monthly financial reports presented by the treasurer to the finance committee, executive committee, and the board of directors.*

8. The executive director shall ensure that all granting-agency required reports are presented to the board of directors for review and submitted by the deadline. The status of restricted funds shall be presented annually by the treasurer to the board of directors.

SHARED INTEREST GROUP (SIG) FINANCIAL SUPPORT

Generally, SIGs shall be independently responsible for managing their group activities and financial transactions. OLLI@UGA shall incur no long-term liability resulting from a SIG activity or relationship.

FIXED ASSETS

1. Fixed assets shall be defined as all purchased or donated items with a unit cost of at least \$2,500 or a useful life of more than one year.
2. A depreciation schedule shall be prepared annually according to accepted accounting principles.
3. *The Executive Director shall maintain a current list of each item including a description of the item, date of purchase or acquisition, cost of the item, and its location. The list shall be updated each time a new asset is added or discarded.*

4. *Property, equipment, and collections shall be located in an appropriately secured area.*

INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

1. The Board of Directors shall approve the use of certified public accountants (CPA) to examine OLLI@UGA's financial statements as needed. The review may be required by a donor or granting agency or at other cases when the Board deems it to be in the best interest of OLLI@UGA.

The finance committee and the treasurer, with the approval of the board of directors, shall engage certified public accountants who have experience with non-profit organizations to perform services required by a donor or granting agency, or in cases in which the board of directors deems such a service to be necessary. Such services may include audits and review of financial statements. Final reports shall be presented to the board of directors.

COMPLIANCE WITH TAX FILING REQUIREMENTS

1. The executive director shall ensure that appropriate tax forms are filed as required by various taxing authorities.

These forms may include but are not limited to:

- a. *Form 990 – Exempt Organization Tax Return (or the related Form 990-EZ or Form 990- N);*
- b. *Form 990-T – Exempt Organization Tax Return for Unrelated Business Income, if applicable.*
- c. *Form 1099 and the related form 1096, if applicable.*

2. The president, treasurer, finance committee chair, and the executive director shall review and approve Form 990 (or Form 990-EZ) and submit it to the board of directors for approval prior to filing.

3. The executive director shall ensure that OLLI@UGA complies fully with all requests for public inspection of Form 990 or 990-EZ, as required by IRS regulations.

PROCEDURAL REVIEW

The finance committee shall review financial policies and procedures annually and present recommended additions, deletions, or changes to the bylaws and policies committee for review and then to the board of directors for approval.