



## FINANCIAL PROCEDURES

Check requests shall be submitted by email to the treasurer by the week before the date funds are needed. All relevant contact information should be included in the request, as well as how to endorse the check.

Tax-exempt forms are available upon request. The North Jersey Branch is a non-profit organization and should not be charged tax on purchases.

Any contracts entered into on behalf of the North Jersey Branch shall be reviewed and agreed upon by at least two board members.

Any registration fees or other monies collected as part of an event are the responsibility of the technical group chair or board member in charge of the event. Within a week of the event, an event report and all collected funds shall be submitted to the treasurer. No cash shall be submitted. The person in charge shall keep the cash and submit a personal check covering the cash amount. This transaction shall be recorded on the event report.

Money collected for or during events in the form of cash shall receive a receipt.

Any person that lays out his or her own money and requires reimbursement shall fill out an expense reimbursement form. This form shall be submitted to the treasurer with all relevant receipts included. Prior approval shall be requested before laying out money, otherwise reimbursement will be at the discretion of the treasurer and the board.

Financial reports shall be submitted on a monthly basis at board meetings. The treasurer is to sign each monthly financial report. Copies of the monthly checking and investment account statements shall be provided by the treasurer to the President and President-Elect each month. Board members may request separate financial statements.

Financial records will be kept at the home of the treasurer during their tenure. A backup copy on a flash drive or other media shall be kept and given to a board member, updated at least every other month. Consistent with ASCE national policy, financial records shall be kept for a minimum of seven (7) years.

All checks and bank withdrawals shall require two board member check signature rights. The positions of President, President-Elect, Vice President and Treasurer shall have check signature rights which need to be updated on the accounts each year.

The President and Treasurer shall have full online access to all bank accounts. The President-Elect and Vice President shall have viewing access of the accounts only.

Technical groups shall develop budgets outlining anticipated expenses for events in order to set the appropriate registration fee. Every attempt shall be made to remain within budget.

All financial forms are available through the treasurer.

The fiscal year for the branch is October 1<sup>st</sup> through September 30<sup>th</sup>.