

## Appendix B

### *Friends Of The Upper Mississippi River Refuges Procedures—Finance*

#### I. Accounting

- A. The Treasurer will use self-balancing fund accounting procedures for all monies received and paid out including monies for projects and grants. This method will recognize and track the *source* and *use* of all contributions and payments. Grants with contractual provisions requiring reporting to contributors will *also* be accounted for in secondary ledgers so as to provide information for each grant. Smaller projects which do not have these reporting requirements need not have secondary ledgers but will be accumulated together. Four major fund categories will be used:

1. Current Unrestricted Fund (checking and savings)
2. Current Restricted Fund
3. Endowment Fund
4. Fixed Asset Fund

In addition, a combined statement will be prepared, providing a total picture of the financial position of the *Friends of the Upper Mississippi River Refuges*.

#### B. Donations

1. Unrestricted donations will be accounted for in the Current Unrestricted Fund.
2. Funds restricted by the donor for a specific use will be accounted for in the Current Restricted Fund.
3. Unrestricted donations may be board-designated for a specific fund and will be accounted for in the Current Restricted Fund.
4. Memorials will be placed in the Endowment Fund. These memorials are to be acknowledged to:
  - a) The person providing the memorial donation  
and
  - b) The family of the deceased.

#### C. Dues

1. Dues will be accounted for in the month received in the Cash and Revenue accounts.

- D. Financial statements include:
  - 1. Monthly – Cash Basis
    - a) Treasurers’ report to the Board for the current period (See Exhibit A)
  - 2. Annually – Accrual Basis
    - a) Statement of Revenues over Expenses with Fund Balance (See Exhibit B)
  - 3. Explanations of significant changes that occurred during the period will be identified.
- E. When a pledge is received but actual money promised is not received, the amount will be booked when pledged as Deferred Revenue. When the cash is received, the Deferred Revenue account is relieved.
- F. Fiscal Year will be October 1 through September 30.

## II. Cash

- A. Two signatures are required on each check written for an amount of \$100 or above or a withdrawal or transfer from accounts for \$100 or above. The President and Treasurer are authorized to sign. Should either of these persons be unable to perform this function, the Executive Board may select an alternate.
- B. Cash for current expenses will be held in the checking account. Amounts in excess of a Board designated amount may be deposited in interest bearing accounts, CD's, and/or money market accounts. A Board resolution may determine the maximum to be held in cash with the balance being held in interest bearing accounts.
- C. Monies remaining beyond an individual project’s costs are to be transferred into the general fund.
- D. The Treasurer will be responsible for booking all monetary transactions which occur. The President will be responsible for communicating to the Treasurer the amounts of all checks written by the President, on a timely basis. This information is necessary for completion of accurate financial statements.

## III. Expenditures

- A. An Expense Form is to be completed, signed and dated for each request for reimbursement for Board approved purchases. This must be approved, with signature and date, by the President or Treasurer before reimbursement is made. Receipt(s) for the purchase must be attached to the Expense Form. (See Exhibit C)

#### IV. Budget

- A. Budget Statement of Revenues over Expenses for the *Friends of the Upper Mississippi River Refuges* will be prepared and presented at the August meeting for approval at the September meeting. Explanations of extraordinary items will be included.  
(See Exhibit D)

#### V. Audit

- A. An annual audit will be conducted. Until revenues exceed \$100,000 in a fiscal year, a Board Member or Board designated person may perform the audit. When revenues exceed \$100,000 in a fiscal year, the Board may designate an accredited CPA or other qualified person to perform the audit.
- B. Audit to include all cash activities, status of State Incorporation, status of 510(c)(3) – Internal Revenue Service Non-Profit designation, status of State Sales Tax permit, accruals at the end of the fiscal period and contracts. The auditor may request to audit other financial activity as is seen to be appropriate.

#### VI. Contracts

- A. No Board Member or other volunteer may make a verbal or written commitment or contract for the resources of the *Friends of the Upper Mississippi River Refuges* without prior approval of the Friends Board.
- B. All contracts or copy of contracts for the *Friends of the Upper Mississippi River Refuges* will be maintained in the files of the Treasurer.
- C. Other Agreements to be updated and maintained by the Treasurer:
  - 1. Annual update of the U.S. Internal Revenue Service 501(c)(3).
  - 2. Annual update of the Minnesota, Secretary of State, Certificate of Incorporation.
  - 3. Annual update of the Minnesota Department of Revenue Business Registration.
  - 4. Minnesota Certificate of Exempt Status (sales tax exemption).
  - 5. Annual report for the U.S. Fish and Wildlife Service Cooperating Association Annual Report.
  - 6. Annual report for the Fish and Wildlife Service, U.S. Department of Interior and the Friends of the Upper Mississippi River Refuges.

## VII. Grant Funding for Refuge Projects

- A. Grant procurement will be the responsibility of the Finance Committee. Included in this process are:
  - 1. Identifying potential agencies
  - 2. Making contacts
  - 3. Writing letters
  - 4. Application completion
  - 5. Follow-up for each request including reporting to the grantor.
- B. By Board action, a Board member may be charged with a specific grant procurement proposal.
- C. All grant request activities are limited to Board authorized projects.

## VIII. Funding for Refuge Projects

- A. In the final quarter of each fiscal year, the Board will designate a portion of their proceeds to fund projects to the Upper Mississippi National Wildlife and Fish Refuge, the Trempealeau National Wildlife Refuge and the Driftless Areas Wildlife Refuge. The Treasurer will be responsible for providing the Board with an up-to-date assessment of the cash on hand as well as a list of current obligations and receivables.
- B. This Board approved amount will be transferred to the Restricted Fund.
- C. Refuge Managers and the Complex Refuge Manager may submit a completed *Project Procurement Request form to the Board of the Friends of the Upper Mississippi River Refuges*.
  - FUMRR will not fund requests for travel, training, awards or salaries.
- D. The Board will review the applications. Selection of projects to be funded will be made by FUMRR.

## IX. Sales to the Public

- A. Sales
  - 1. The Sales Committee Chairman will be responsible for the collection of revenues from sales and taxes.
  - 2. Sales revenues and taxes (if applicable) will be accounted for separately. Identification of which state item is sold at must be noted.
  - 3. This information will be forwarded to the Treasurer, along with the money collected.

4. The Treasurer will be responsible for depositing the revenues on a timely basis.
  5. The Treasurer will be responsible for sending taxes to the appropriate state.
- B. The Minnesota, Department of Revenue, Business Registration permit will be maintained by the Treasurer.

## X. Membership Database

- A. Fields for database
1. Personal
    - Member ID
    - Name
    - Address
    - City, State, Zip
    - Telephone (home and work, if provided)
    - Email
    - Spouse name
  2. Payment information
    - Chapter
    - Membership Type
    - Date Paid
    - Amount Paid

## XI. Miscellaneous

- A. The following studies may be prepared when the Board deems it appropriate:
- Cost / Benefit Ratio
  - Present Value Calculation
  - Incremental Cash Flow
- B. Volunteer hours may be tracked on Chapter and Friends levels using a Volunteer Form. The following fields may be included: Project Name, Date(s), Description of Project, Name of Volunteer, Hours Spent by Volunteer, etc. These are to be accumulated by a designated person. These volunteer hours will be used in financial reporting, requests for funding, outreach, etc.

- C. Annual update of the U.S. Internal Revenue Service 501 (c)(3) to be responsibility of the Treasurer. Copy of the 501 (c)(3) Incorporation papers to be maintained by the Treasurer.
- D. Annual procurement of a bond for the President & Treasurer may be approved by the FUMRR Board, if it so decides it is appropriate.
- E. The procedure to provide rebates to Chapters for Membership Dues become effective on the date the Chapter is established. No rebates will be given to chapters for memberships received prior to that date.
- F. Membership dues received from parties residing outside of the area of the Mississippi River Refuges will be considered MEMBERS-AT-LARGE and not be assigned to a Chapter unless they request membership within a specific Chapter.