



## Financial Oversight Policy

The Youth Intervention Programs Association (YIPA) values oversight of our financial processes and believes it is critical to our success. We separate duties to ensure multiple people are involved in our financial management. This overview of our policy lays out the practices that are designed to comply with applicable law, and safeguard appropriate use of YIPA funds.

**Roles** We utilize different people for different tasks. The Executive Director (ED) writes checks, records deposits, and approves direct transfers. The Membership Representative (MR) reconciles our accounts, the Board Treasurer has access to all financial activities, and the Board of Directors reviews our financials at every board meeting. We also contract with an outside accountant who prepares our annual 990 and reviews our books.

**Reconciliation** We involve three people in this monthly process. The ED receives monthly bank statements and places them in a shared folder. The MR reconciles the accounts and places the reconciliation reports in the same folder. The Treasurer reviews the statements and reconciliation reports and notifies the ED of any concerns or gives approval. We capture this sequence in an email chain that the ED prints, attaches to the monthly statements, and files for our records.

**Board review** We seek board member inquiries. The directors are sent the Budget Versus Actual and the Statement of Financial Position reports one week prior to each board meeting to review. At the board meetings, the ED provides an oral financial report and then the Treasurer and ED answer directors' questions.

**Budget process** We co-create budgets. The ED and Treasurer review the upcoming year's budget prior to presenting it to the directors for the October and January board meetings. The ED and Treasurer also review the current budget mid-year before the July board meeting.

**Accounting software** We use an online accounting system. The ED, MR, Treasurer, and outside accountant all have access to our accounting software which provides immediate access to our finances.

**Payroll** We utilize a Professional Employer Organization (PEO) for payroll. The ED works with G&A Partners by providing salary and benefit information. G&A Partners ensures payroll is accurate, transparent, and in compliance with current laws.

**Large payment** We have an approval process for payments, besides payroll over \$5,000. The ED secures approval from the Treasurer via email before making such



payments. This email chain, which includes the approval, is printed and attached to the invoice and saved for records.

**Home Office Expense Policy** Our policy outlines the payment process to team members for essential home office expenses, and the monthly reimbursement amount allowed without prior approval from YIPA's board treasurer.

**Bonding** We carry bond insurance which protects our finances from employee theft. Our bonding coverage exceeds YIPA's net overall value.

**D&O Insurance** We have Directors, Officers, and Organization Liability Insurance. This protects directors, officers, and YIPA against legal action brought forward that alleges wrongful acts.

**W-9s** We secure W-9s from all vendors that invoice us amounts over the monetary threshold required by current state and federal standards before we send payment. This ensures proper reporting of payments to the IRS.

**Form 990** Directors are sent the past year's 990 prior to the May board meeting. The Executive Director reviews and highlights the financial form during the May meeting and responds to director suggestions and/or inquires.

**Transparency** We share our financial status publically. We post our most recent year's 990 on our website so anyone can see this financial report. In addition, we share financial information, void of any personal information, with members if they inquire.