



## FINANCIAL POLICY

### Philosophy

The purpose of financial management in the operation of all Rebuild NorthBay Foundation (RNBF) activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, partners, funders, employees, and the community. In order to accomplish this, RNBF commits to providing accurate and complete financial data for internal and external use by the Executive Director and the Board of Directors.

### Authority

The Board of Directors is ultimately responsible for the financial management of all activities. The Executive Director is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.

- The Executive Director is responsible for the day-to-day financial management of the organization. The Board authorizes the Executive Director to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
- The Executive Director is authorized to sign checks up to \$500.00 without review; however, all invoices and checks are provided to the Treasurer regardless of amount.
- The Executive Director delivers invoices and checks to the Treasurer for review on a bi-monthly basis.
- The Executive Director is authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. The Board of Directors must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$500.00.
- The Executive Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors on variances and the reason for these variances.

### Responsibilities

The Executive Director shall:

- Account for donor restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of RNBF operations according to the schedule established by the Board of Directors, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.

## Rebuild NorthBay Foundation Financial Policy

### Financial Transactions with Insiders

No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. In no case shall RNBF borrow funds from any employee, officer, or director of the organization without specific authorization from the Board of Directors.

### Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific five-year objectives, the Executive Director shall:

- Submit operating and capital budgets to the Board of Directors in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background.

### Gift Acceptance

RNBF solicits and accepts gifts that are consistent with its mission and needs. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, with some limitations.

Whereas there is the potential for controversy if certain gifts are accepted, the organization has adopted the following Gift Acceptance Policy. When considering whether to solicit or accept gifts, the organization will consider the following factors:

- Values—whether the acceptance of the gift compromises any of the core values of RNBF;
- Compatibility—Whether there is compatibility between the intent of the donor and the RNBF's use of the gift;
- Public Relationships—whether acceptance of the gift damage the reputation of RNBF; and
- Form of Gift—Whether the gift offered in a form that RNBF can use without incurring substantial expense or difficulty.

All decisions to solicit and/or accept potentially controversial gifts will be made by the Executive Committee of the Board in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization.

### Asset Protection

In order to ensure that the assets of RNBF are adequately protected and maintained, the Executive Director shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.

## **Rebuild NorthBay Foundation Financial Policy**

- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.