**Coalition Against Domestic Violence for the 24th Judicial District**

**Financial Policies and Procedures**

The Coalition Against Domestic Violence for the 24th Judicial District will manage financial resources in a fiscally responsible, cost effective manner.

**GENERAL INFORMATION**

The Coalition will utilize a cash based accounting system.

The Coalition has a checking account at BB & T.

All checks require two signatures.

The only individuals authorized to sign checks are the Chair, Treasurer and 1st Vice Chair.

Annually at the April Meeting, the Coalition will adopt a resolution authorizing the elected Chair, 1st Vice Chair and Treasurer to serve as signatories on the checking account.

At least once annually the checkbook will be reviewed and reconciled by two individuals serving on the Finance Committee who are not authorized signatories.

The Finance Committee will oversee grant applications submitted on behalf of the Coalition.

**TREASURER DUTIES**

* To write all monthly checks and other checks as needed.
* To reconcile the checking account when bank statements are received (subject to be reviewed by a member of the Finance Committee).
* To prepare and submit the annual 990N form to the IRS.
* To update and submit the annual State Corporation Commission report.
* To keep the Board informed of the financial condition of the coalition on a bi monthly basis.
* To assist with the development and presentation of an annual budget.
* To update signature cards and submit to the bank annually.
* To deposit income and membership fees
* To maintain membership list

**CASH DISBURSEMENTS**

* All disbursements will be made by check.
* All checks are recorded when issued.
* All voided checks are retained and marked as such.
* The Treasurer will retain a receipt book to record all cash received by the Coalition.
* Any Coalition member who purchases approved supplies or materials on behalf of the Coalition may seek reimbursement. Receipts must be submitted to the Treasurer within 60 days in order for reimbursement to occur.

No cash disbursement will be made for emergency assistance without the submission of a financial assistance request form.

**SAFEKEEPING OF RECORDS AND CASH**

All financial records will be kept in a locked cabinet or desk.

All checkbooks, cash, debit cards and credit card processing devices will be held in a secure location.

**CHECK CARD AND ONLINE ACCOUNT ACCESS**

The Treasurer or designee will be the only Coalition member with access to the check card and credit card processing device and will be responsible for ensuring that the card and device are secure at all times.

The Treasurer will be the only Coalition member with access to online account information and will be responsible for ensuring the security of the username and password.

**FINANCIAL REVIEW**

Annually or upon a change in Treasurer, the Coalition may request a financial review by an Accounting Firm or CPA.

**DONATIONS**

Cash donations received as part of Coalition awareness activities will be part of the Victim Assistance Fund.

A donation receipt will be offered to any individual or organization that makes a cash or in-kind contribution to the Coalition.

All donation acceptances and acknowledgments will be guided by Internal Revenue Service resources and guidance.

**USE OF FUNDS**

Upon approval by a simple majority of the Board of Directors the following uses for funds may be considered. Funds may only be used to support activities or events related to domestic violence.

All requests for reimbursement must be submitted on the CADV-24 reimbursement form with receipts attached.

* Victim Assistance Fund - Emergency assistance (transportation, relocation, etc.)

The Coalition may provide emergency assistance up to $200 for victims of domestic violence. A Coalition Member seeking funds must submit the Financial Request/Reimbursement Form and provide documentation to the Treasurer of expenses. A simple majority of the Board of Directors must authorize the emergency assistance. A member requesting funds cannot vote on their own request.

When a request for emergency assistance is made to the Executive Committee it will be forwarded to the Board of Directors. Board members are requested to respond within 48 hours. After receiving responses from a simple majority of the Board of Director or once the 48-hour period has passed, the Treasurer will respond to the member requesting emergency assistance.

Guidelines for the use of Victim Assistance Fund are as follows:

Funds must be used to ensure safety and stability.

Funds may not be used in the place of the Virginia Criminal Injuries Compensation Fund.

Person requesting must describe the level of urgency of the situation.

A summary of other attempts to access resources for the stated purpose must be provided.

The Coalition member requesting the funds must be representing a victim from the 24th Judicial District or Appomattox.

The Coalition member must provide a brief update about the victim’s situation at the next scheduled Coalition meeting.

Funding is one-time only and victim-specific.

Funds may not be used to pay for medical-related expenses, legal expenses, attorney fees, bond, or anything that is not directly related to the safety and stability of the client being served.

The Treasurer will include activity and transactions associated with this fund in the Treasurer Report at scheduled meetings.

* General Fund - Upon approval of the coalition at a regularly scheduled meeting, or by a simple majority of the Board of Directors if the requested expense is less than $200, funds may also be used for the following:

Sponsorship of training or recognition events

Scholarships for conferences or training

Memorial gifts or honorariums

Donations to organizations dedicated to domestic violence

Food or Refreshments

**REGULARLY OCCURRING EXPENSES**

The following should be considered regularly occurring expenses of the Coalition:

* VA Network for Victims and Witnesses of Crime Annual Membership
* State Corporation Commission Annual Registration Fee
* Website/Domain Fees