

Wisconsin Fellowship of Poets (WFOP) - Financial and Control Policies

Approved by the Board April 27, 2023

Philosophy

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

Authority

The Board is ultimately responsible for the financial management of all activities. The Treasurer 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 President(s) and Treasurer are responsible for the day-to-day financial management of the organization. The Board authorizes the Treasurer to pay bills, receive funds, and maintain bank accounts. The President(s) is authorized to fulfill these duties when the Treasurer is unable.
- The President(s) and/or Treasurer are authorized to initiate contracts and/or pay for expenses that are planned for as part of the annual budgeting conference, such as conference or technology costs. The President(s) can approve any additional expenses, not in the approved budget, for up to \$500.00. Any amounts greater than \$500.00 shall require the approval of the Board of Directors.
- Board Members can and should initiate contracts for conferences, workshops, contests or other activities that have been approved by the Board as a part of the annual budget, but only the President(s) and Treasurer are authorized to sign the contracts.
- Regional Vice Presidents are authorized to spend up to \$500 per calendar year on workshops, readings, contests or other activities related to fulfillment of the mission in their assigned region.

Responsibilities

The Treasurer Shall:

- Account for restricted funds, if any, separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of WFOP operations to the Board at least quarterly.
- Pay all obligations and file required reports in a timely manner, including but not limited to:
 - the annual IRS Form 990 (currently the N e-postcard) due in July
 - the annual WI Non-Stock filing fee due in December
 - submit 1099 for any non-employees receiving \$500 or more, due in January
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.
- Record fixed assets, if any, with purchase prices greater than \$1000 as capital assets in accounting records. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- Limit vendor credit accounts to prudent and necessary levels.
- Provide adequate training to members to enable each member to fulfill his or her financial oversight role.

All Board Members Shall:

- Account for all spending and provide written receipts or documentation to affirm that expenses are tied to mission fulfillment.
- Submit receipts to the Treasurer for reimbursement in the same fiscal year (April-March) as the expense.
- Pay all obligations in a timely manner.
- Obtain competitive bids for items or services costing in excess of \$500. Selection will be based on cost, service, and other elements of the contract. The WFOP may award the bid to any provider and is not required to accept the lowest cost proposal.
- Review and understand financial reports presented by the Treasurer.

Financial Transactions with Insiders

No advances of funds to members, officers, or directors are authorized, unless pre-approved as part of the annual budget and/or a majority vote of the Board.

Direct and necessary expenses related to carrying out responsibilities shall be reimbursed, such as postage, ink, conference folders, but in no other case shall the WFOP borrow funds from any member, officer, or director of the organization without specific authorization from the Board of Directors. Mileage/gas, meals and hotel stays are not considered reimbursable expenses.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities and plans, the President(s) and Treasurer shall prepare an annual operating budget for reasonable approval by The Board at the start of each fiscal year, using responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

The Treasurer will provide financial reporting against this budget on a minimum of a quarterly basis.

Gift Acceptance

The WFOP will accept cash contributions for unrestricted purposes, or for restricted use if that restriction is reasonable and able to be accommodated by The Board.

The WFOP shall accept contributions of goods or services other than cash that are related to the programs and operations of WFOP. Any other contributions of non-cash items must be reviewed and approved by the Board before acceptance.

Asset Protection

In order to ensure that the assets of the WFOP are adequately protected and maintained, the Treasurer shall:

- Insure against theft and casualty losses to the organization and against liability losses to the Board, contracted employees, or the organization itself to levels indicated in consultation with suitable professional resources.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

All Board Members shall:

- 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.

