

Draft of Financial Procedures

The finances of the Cache GOP are governed by the following bylaws:

(4D1) TREASURER. The Treasurer of the Central Committee shall account for all monies of the Central Committee, keeping regular books of account, and shall be a member of the Finance/Budget Committee. The Treasurer shall, whenever required to do so by the Central Committee or Executive Committee, make an exhibit of the treasury and submit his/her books, records, and vouchers for examination and/or audit.

(4D2) The books and records of the treasury shall be subject to a biennial review by a qualified person approved by a majority of the executive committee, who is not a member of the executive committee. The Treasurer shall also make an interim report on the state of the treasury at every other meeting of the Executive Committee and at the semiannual Central Committee meetings. The Treasurer shall provide all information requested for the financial review required in 4A2.

(4D3) The Chair shall propose, and the Executive Committee shall approve a budget for future expenses. The Treasurer or a signer on the bank account shall only make payments by check or debit card for items approved by the Executive Committee and if budgeted, within the total category budgeted amount approved by the Executive Committee. The budget category shall be printed in the memo line of the check. Any budgeted expense over \$100 must be a separate line item. Credit cards may not be issued in the name of the Party. All contracts and budgets terminate on the last day of the month following each organizing convention.

The following describes how Party leadership shall manage finances to fulfill these responsibilities. The text in the Bylaws is the guiding rule if there are any contradictions with the procedures set forth below.

Budgets

The Chair will submit a budget within 30 days of the Organizing Convention and at the first Executive Committee meeting of the calendar year. A draft of the proposed budget shall be submitted to the Executive Committee for discussion, consideration, and approval. The meeting minutes shall reflect that the budget was considered and approved, and a copy of the approved budget shall be included with the minutes.

Any new expenses approved at an Executive Committee Meeting is a modification of the existing budget and the minutes shall detail the approved revisions. The current budget will be accessible on the cachegop.com website where the public may access it. All budgets and meeting minutes where budget adjustments were approved shall be maintained in the treasurer's transaction file.

The Treasurer shall keep a running current record of financial transactions and provide budget line-item status on demand by any member of the Executive Committee.

Expense Processing

4A1 says "The Chair...shall be the chief executive officer...and shall effectuate policies." The chair directs the spending of budgeted funds. Other than recurring payments for budgeted items (such as web hosting) no party debit card charge is authorized except as approved by the Chair. The Chair may only use a debit card to pay for budgeted expenses. Reimbursements should be an exception, not the rule. The chair cannot authorize an expense that exceeds the budget line-item category. Any member of the party planning to spend money and seek reimbursement must receive authorization from the Chair prior to the purchase either written, emailed or texted. Most payments should be by check disbursed by the treasurer or paid by debit card if

necessary. Checks for reimbursements must be signed by an authorized check signer other than the person being reimbursed.

Payments

Checks require only one signature. Checks are not drafted unless:

- the expense is budgeted, or the minutes of the Executive Committee approve the expense,
- the expense will not exceed the budgeted amount for its line item,
- the expense is accompanied by written, email or text approval by the Chair,
- for reimbursements, are accompanied by an invoice or receipt,

Financial Review

At each Executive Committee meeting, the Treasurer shall present all expenses processed since the last Executive Committee meeting and present discuss budget status by line item as requested.

Before the end of each year, the Executive Committee shall meet to review the operating results and related revenues and expenditures compared to approved budgetary numbers. Any variation from approved budget expenditures should be discussed and adjustments made as necessary.

Debit Cards

No more than two debit cards may be issued by the bank for use by the Chair and Treasurer. The Chair may temporarily allow a member of the Executive Committee to use his/her debit card for budgeted purchases in lieu of a reimbursement. The Chair is only allowed to possess and use a party debit card if there is an approved budget.

Checks

Blank, unissued checks should be stored by the Treasurer and kept in a safe, non-visible place.

A voided check should be retained in the expenditure file taped to a sheet of paper in the same numerical sequence as issued checks, with VOID written across the front.

Donations

Donations from an individual or entity that in aggregate are \$50 or more a year must include name and street address information. This is required to be reported in financial disclosures to the Lieutenant Governor's office by the Treasurer.

Handling Donor Checks

Donor checks shall immediately be endorsed, "Cache Republican Party" and "For Deposit Only" and be deposited as soon as possible.

Handling Cash Donations - Caucus Night

The Precinct Chair or Precinct Treasurer shall provide a party officer any cash donated at caucus night in an envelope with the total written clearly. The Precinct Chair will also post an email to the Chair or fill out the online precinct results survey with the total donated. The Chair will reconcile the cash donations with the bank statement.

Handling Cash Donations - Other Meetings

The Treasurer will bring a locked cash donation box with a small slot where patrons can insert cash. This box may be passed around a meeting room. Upon completion of the meeting, the Treasurer and another party officer will open the box and count the contents of the box. The party officer will provide the Chair a separate receipt with the total to verify against the bank

statement. If the Treasurer or other officers are not present, the Chair will appoint members to process payments.

Handling Cash Payments for Goods and/or Services

For most events, donations will be received using Anedot. Cash donations should be discouraged in lieu of a personal or company check. If cash is collected at an event, the receipt table shall always have two people present. A receipt shall be provided to the purchaser and a copy is retained by the Party.

Upon completion of the event, the Treasurer and another party officer will count the contents of the box together. The party officer will provide the Chair a separate receipt with the total to verify against the bank statement and collected receipts. If the Treasurer or other officers are not present, the Chair will appoint members to process payments.

Anedot Processed Donations

Anedot transactions are processed when a donor uses the Anedot portal. This donor portal requires name and address information which is required to be included with periodic reports to the Elections Division of the Lt Governor's Office. Anedot charges 4% of the transaction amount plus \$.30 per transaction. There are no other fees.

All donations other than through Anedot still require we collect name and address information. A check with address information is acceptable. Cash over

Record Retention

Corporate records for Cache County Republican Party should be kept in a permanent file that is passed on to the next treasurer and thereafter. The file should include any organizing documents, records of state approval to operate as a non-profit political organization, and copies filings with the department of corporations and periodic filings with the Elections Division of the Lt Governor's Office. The file should also include a copy of the original Determination Letter from the IRS as to the tax-exempt status, and the IRS notice of the Employee Identification Number (EIN).

The outgoing treasurer should ensure that the permanent file and other treasurer's records are delivered to the incoming treasurer along with necessary information along with instructions to facilitate a smooth transition.

Approved Candidate Contributions

When the Executive Committee approves donation to a candidate, a letter of acknowledgement (it could be a thank-you letter) must be provided by the candidate before the check is processed. The letter is filed in the with a copy of the check and minutes of the meeting approving the contribution.

Documenting Financial Records

Receipts - A report shall be maintained for Anedot donations and transfers to our bank account. Copies of deposit slips and checks deposited shall be retained in chronological order. Deposit slips for cash should include an inventory of currency along with a signature of the person receiving the cash.

Disbursements - The Treasurer shall maintain paper copies of receipts for debit card payments, invoices paid by check and images of checks issued. The copies shall be retained in a file folder in chronological order by calendar year. The folder shall be passed on to the next treasurer.