



Operating Procedure for mail, and hand-delivered contributions and documents

Handling of mail, including contributions:

1. Mail is delivered to physical address. CEO typically reviews mail and distributes. In absence, Accounting Clerk distributes. Hybrid Office arrangement has involved occasion of other staff to open mail and notify absent staff of correspondence.
 - a. Affiliate Mail. Affiliate Foundation in some cases have a local PO Box, some use a board member address or the CKCF office. It is opened and managed by their authorized party.
 - b. Affiliate Forwarding Contributions. Use donation forms for submissions to CKCF office, whether delivering in person or by US Postal Service. Do NOT send cash in the mail.
2. Any contributions are provided to the Accounting Clerk or placed in the safe if not available.
 - a. Contribute Receipt shall be provided to anyone hand carrying in a donation outside of Staff.
 - b. Contributions for deposit associated with an event, must accompany the event donation forms and support documents.
3. The Accounting Clerk generally distributes the mail according to purpose:
 - a. Check & Cash Deposits
 - Copy of check made and Accounting Clerk completes entry and bank deposit.
 - After deposited check copies are filed.
 - From deposit entry into Foundant Software, monthly or more frequent generation of donation receipts and thank you letters are made.
 - The CEO matches the bank deposit registry in Foundant Software to ensure all checks received were deposited properly.
 - ~~Executive Director initials bank deposit receipt and returns to Accounting Clerk to file.~~
 - Monthly reconciliation of bank statements ~~will be~~ are conducted by our contract accounting service provider.
 - b. Grant requests
 - Endowed Fund maximum available to spend (ATS) annually are approved by the CKCF Board of Directors.
 - Grant recommendations come from either the Program Director ~ Scholarships, Program Officer ~ Grants or Affiliate Liaison in conjunction with affiliate boards. Responsible staff ensure the appropriate grant agreement letters are prepared to accompany the release of the check once processed.
 - All requests are verified and approved by the CEO in the Foundant Software.

- Verified grant requests are given to the Accounting Clerk to prepare the checks for the CEO to approve, print and sign.
- The CEO reviews and signs any corresponding letters as necessary and mails or returns to an appointed staff to mail.

Walk-in documents and hand-delivered mail or deposits follow the same procedure as above. Documents are received by whichever staff person greets the guest or collects the hand delivered mail or deposit and then the Accounting Clerk reviews and distributes as outlined. Due to hybrid staffing model staff scan and note date of correspondence that is sent to appropriate staff members if they are out of the office.

CREDIT CARD POLICY GUIDELINES

Cards are made available to the CEO and Affiliate Directors. On occasion an affiliate board member may be granted a credit card.

CEO Responsibilities

- Review credit card expenditures sign off on payment approval in Foundant Software.
- Review back up to ensure all receipts are accompanying the payable.

Accounting Clerk Responsibilities

- Audit all original credit card receipts, invoices, electronic tickets, and logs submitted by cardholders on a regular basis to ensure the purchases are in compliance with policy and used for Foundation purposes. Verify that all products purchased with a credit card have been received.
- Match receipts with monthly credit card bill, maintain file of paid bills with receipts.
- Make sure that purchases can be tied to a specific cardholder and to specific division code and chart of account.

Card Holder Responsibilities

- No one may use the credit card except authorized individuals. All purchases must be related to Foundation business (no personal purchases).
- Submit credit card receipts and invoices to the accounting department as soon as possible.
- Report all lost or stolen credit cards immediately to the CEO.
- Never accept cash for credit card returns. Request that merchant credit the credit card account.
- For affiliate directors all scanned/copied receipts ~~will be signed~~ are to be reviewed by a member of the affiliate board and sent to the Foundation office.

PAYROLL

The CEO will process payroll through our payroll service with our accounting service provider. In the absence of the CEO their office can run payroll, or they can authorize status to Board Chair or other designee in extended absence of the CEO to manage payroll activities.

The CEO will enter benefit allocations for sick, vacation and other organizational benefits as relate to

the position and employee status.

Volunteer Payroll Deduction: CKCF offers a matching Simple IRA benefit to those earning \$5,000 or more annually. Their allocations are entered through the payroll system and shall follow all state and federal laws related to maximum deduction.

The accounting service provider will review payroll transactions during reconciliation to ensure proper payout and to ensure all taxes and benefits are being properly executed.

CHECK SIGNING GUIDELINES

The CEO, single signature, is the main authorized check signer for routine grants, scholarships and payables and will be single signer for most transactions.

Checks requiring 2 signatures:

- Any check, in any amount, made out to the CEO (one can be the CEO)
- Grants or Payables over \$20,000.

For checks requiring 2 signatures, at least one signature must be that of a Board member in one of the roles listed below:

Those on the signature card include:

- CEO
- Director of Finance
- Board Chair
- Board Secretary (if not Finance Committee chair)
- Finance Committee chair (if not Board secretary)
- Board Chair elect or immediate past chair

Board members should ~~initial~~ review the invoice or other appropriate documentation attached to checks.

ASSET CAPITALIZATION POLICY

Capital Asset Definition

For purposes of the Central Kansas Community Foundation's financial recordkeeping, a capital asset is defined in this policy as a unit of property (such as buildings, furniture, fixtures, office equipment, leasehold improvements, etc.) that meets two criteria:

- (1) has an economic useful life of more than 12 months **and**
- (2) was acquired or produced for a cost in excess of \$2,500.

Capital Acquisition Budget

The Foundation's operating budget is updated each year and should include proposed capital purchases

that are anticipated to take place during the next fiscal year. For each budgeted purchase, the CEO will evaluate whether present insurance coverage valuations are adequate and obtain additional coverage if necessary. Annual depreciation expense will also be included in the Foundation's annual operating budget.

Capitalization Threshold & Procedure

Central Kansas Community Foundation establishes \$2,500 as the threshold amount for minimum capitalization. Capital asset acquisitions that exceed this threshold amount must be capitalized and depreciated for financial statement purposes. Capital asset acquisitions are recorded at historical cost (including tax, installation, and delivery costs) as of the date acquired.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense in the Foundation's financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

Recordkeeping

Invoices or other documents substantiating the acquisition date and cost of each unit of property shall be retained until the property is sold or otherwise disposed of. Notice should be given to the Foundation's accounting firm when a unit of property is purchased and/or sold or disposed of for purposes of updating the Foundation's depreciation schedule. Also see depreciation schedule for greater detail regarding recordkeeping.

INVESTMENT TRANSFERS

The CEO will be the primary authority working with the CKCF contract accounting service provider along with our investment managers – primary and independent, as well as our investment consulting firm.

Gifts of securities will be placed in the Clearing Account (Brokerage) established with our Primary Investment Manager. Our manager will utilize their expertise in the management of those securities for best placement within our portfolio.

At any time, a cash transfer is needed for operations it will be a recommendation from our accounting service provider in conjunction with the CEO. For transfers less than \$100,000 the CEO can solely request from our Primary Investment Manager. For requests greater than that, another authorized party for our investment account must additionally approve. Approvals can be made within electronic/email communications, generally by the Finance Chair.

If the CEO is unavailable the other authorized parties on Investment Accounts with authority as outlined above include:

1. Chairman of the Board
2. Finance Chair

INDEPENDENT AUDIT

CKCF will conduct an annual independent audit by a qualified accounting firm. CKCF Staff and our contract accounting service provide will assist in providing necessary financial data for the completion of the audit in a timely manner.