ROCK ISLAND-MILAN EDUCATION FOUNDATION
FINANCIAL POLICY

I. BANKING

A. Foundation monetary assets shall be managed by at least two financial investment managers. The Board of Directors (Board) will choose the investment managers. The investment manager's performance will be reviewed *semi*-annually by the Board.

B. A checking account will be opened at a bank with a local presence within the school district boundaries. This account will be used to pay expenses and deposit monies.

After monies are deposited, the excess amounts, after operating expenses are paid, will be transferred to the Foundation's investment account(s). All monies in the investment account(s) will be comingled and invested as one account. The Board Treasurer or third-party outside bookkeeping service will keep a worksheet that keeps separate balances for the various accounts. This worksheet will keep track of gifts received; monies paid and allocate earnings and expenses of the comingled investment assets to the various individual accounts based upon the % ownership at the beginning of the month. This worksheet will be reviewed by the Finance Committee at least annually .

Expenses will be paid from the checking account. If appropriate, the expense will be reimbursed to the checking account by a specific investment account or allocated among several investment accounts.

C. The banks will provide statements each month for the checking account and the investment accounts. These statements will be delivered to the Board Treasurer and outside bookkeeping service. After examining the statements, the Treasurer or outside bookkeeping service provider will make appropriate accounting entries.

II. ACCOUNTING

A. The Board Treasurer will have overall responsibility for the checkbook. The Bookkeeper will make deposits and make all recorded entries to the designated funds. If the Bookkeeper is unable to make deposits, the President, Vice President, Secretary, or Treasurer shall have the authority to make deposits. The Treasurer will not be allowed to sign checks or to prepare bank reconciliations. The Executive Director shall maintain the checkbook and have the authority to write and sign checks up to and not exceeding the amount of $3,000. Checks for an amount greater than $3,000 may be written and signed by the Executive Director and must have a second signature by the President, Vice President, or the Secretary. The Executive Director may not make deposits. Electronic banking procedures may be utilized with the approval of the Treasurer.

B. Checks written in excess of $3,000 will require two signatures. The Executive Director, President, Vice President, and Secretary shall have the authority to sign checks. Checks will not be signed by the Treasurer.

C. All regular and ordinary bills in accordance with the approved budget, will be submitted and reviewed by the Executive Director. Approved invoices will be paid by the Executive Director and forwarded to the Treasurer for recordkeeping. A listing of all paid bills will be presented to the Board at its next regularly scheduled meeting.

D. On a monthly basis, the checking account will be reconciled by an outside bookkeeping service and the results will be delivered to the Treasurer. Any reconciling items will be communicated to the President, Vice-President, Secretary, and Executive Director.

E. On a monthly basis the Treasurer will prepare financial statements which include a balance sheet and a statement of revenue/expenses. These financial statements will be presented at the next regularly scheduled Board meeting for approval.

III. BUDGET

A. The finance committee shall be responsible for reviewing and recommending an annual operating and programs budget for board approval no later than March of the budget year.

B. The fiscal and budget year is January through December.

C. No expense shall be incurred in excess of the total budgetary appropriations without prior approval of board.

IV. CONFLICT OF INTEREST

Annually, each Board Member will complete and submit a conflict of interest questionnaire. No Board Member shall vote on any matter under consideration in which he/she has a conflict of interest.

V. ADOPTION

These policies were accepted by resolution of the Rock Island-Milan Education Foundation Board of Directors. The finance committee shall review the policy annually and recommend changes to be presented to the Board for consideration.