

CHAPTER FINANCIAL POLICY

<u>FORMER</u>	<u>NO CHANGE</u>	<u>CHANGE</u>	<u>REVISED/CURRENT</u>
BANK ACCOUNT			
Each Chapter must establish a checking account with a local bank in the name of “CHADD, inc. d/b/a CHADD Chapter.”	X		Each chapter must establish a checking account with a local bank in the name of “CHADD, Inc. d/b/a CHADD Chapter”
The National Office must be made aware of the bank name, address and account number immediately, any time the name changes	X		The National Office must be made aware of the bank name, address and account number immediately, any time the name changes
All bank accounts established in the name of the Chapter and/or CHADD require the signature of a CHADD National designee as an authorized signature on the account.		X	N/A
A minimum of 3 people must be on the signature card, including the Coordinator, the Treasurer, and the CEO.		X	A minimum of two people must be on the signature card, including the members from the Chapter executive board
All Chapter checks require <u>one signature</u> , including the signature of the Coordinator, Co-coordinator or the Treasurer of the Chapter.		X	<u>Two signatures</u> on checks will be strongly recommended, but not required.
Each Chapter shall forward one (1) check, signed by an authorized Chapter signatory to the National Office within thirty (30) days of establishing the checking account. This check shall be used to disburse funds in the event of termination of the Chapter. This check shall be used to debit the account in the event of the termination of the chapter	X		Each Chapter shall forward (1) check, signed by an authorized signatory to the National Office within (30) days of establishing the checking account. This check shall be used to disburse funds in the event of termination of the Chapter. This check shall be used to debit the account in the event of the termination of the Chapter.
		X	A chapter can elect to have National oversee a checking account should they chose to have one. Revenue sources would be delivered to National to put in Chapter’s name. Money needed for expenses would require a receipt/invoice given to National.
Checks are not to be signed in advanced.	X		Checks are not to be signed in advanced.

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No officer, director or member shall use any funds collected by or through the Chapter for (personal) use other than for reimbursement of expenditures made on behalf of the Chapter, with the knowledge and approval of the officers of the Chapter.	X		No officer, director or member shall use any funds collected by or through the Chapter for personal use other than for reimbursement of expenditures made on behalf of the Chapter, with the knowledge and approval of the officers of the Chapter.
CONTRACTS			
No Chapter Officer, director or member shall enter into a contractual agreement involving a loan of money to the Chapter or to any member for any reason.	X		No Chapter Officer, director or member shall enter into a contractual agreement involving a loan of money to the Chapter or to any member for any reason.
No Chapters may enter into any contract exceeding \$2500 without express CHADD approval. Contracts exceeding \$2500 must be forwarded to the CEO or the CEO's agent for approval.		X	CHADD auditors require written justification for any expense over \$2000. Any Chapter that needs to write a single check above \$2,000 are asked to contact National for guidance.
Chapters may not enter into any contract beyond their ability to pay.	X		No Chapter may enter into any contract that exceeds the amount of funds a Chapter has available in its account. It should be understood that Chapters may not enter into any contract beyond their ability pay.
CHADD Chapters may not open any charge accounts in the name of CHADD. Debit cards are not permitted		X	It is understood that bills/invoices are sometimes larger than what individuals from chapters can pay. As a result, Chapters must have permission from National, to open a charge card/debit card under their Chapter's name. All bank cards should have a credit limit of \$2000 and have sufficient funds in their accounts to cover expenses.
If bills are paid online or by automatic deduction, they must be clearly reflected on the Bank Statement.	X		If bills are paid online or by automatic deduction, they must be clearly reflected on the Bank statement
Treasurer must check bank balances online weekly to assure no misuse of funds.		X	If a chapter has its own checking account, it is strongly recommended, that a member of the Chapter's executive Board must check bank balances online weekly to assure no misuse of funds has occurred. Misuse of funds must be reported to National immediately.

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If a Chapter hires an independent contractor the Coordinator must notify CHADD and provide a W9 filled out within 30 days on employment. Failure to provide the W9 will lead to fees imposed by the IRS and must be paid to CHADD.	X		If a Chapter hires an independent contractor the Coordinator must notify CHADD and provide a W9 filled out within 30 days on employment. Failure to provide the W9 will lead to fees imposed by the IRS and must be paid to CHADD.
FINANCIAL RECORD KEEPING			
The Chapter must prepare and submit a quarterly financial report to CHADD using the standards accounting forms provided by CHADD for this purpose.	X		The chapter must prepare and submit a quarterly financial reports to CHADD using the standards accounting forms provided by CHADD for this purpose.
DATES			DATES
Timeline for reporting financial forms (Form A, B and C) are as follows:	X		Timeline for reporting financial forms (Form A, B and C) are as follows:
July 1-Sept. 30: Due Oct 30 Check mailed Nov. 30			July 1-Sept. 30: Due Oct 30 Check mailed Nov. 30
Oct. 1-Dec. 31: Due Jan. 30 Check mailed Feb 20			Oct. 1-Dec. 31: Due Jan. 30 Check mailed Feb 20
Jan. 1-Mar. 31: Due April 30 Check mailed May 20			Jan. 1-Mar. 31: Due April 30 Check mailed May 20
April 1-June 30: Due July 30. Check mailed Aug. 20			April 1-June 30: Due July 30. Check mailed Aug. 20
The quarterly financial report can be sent to National electronically or can be provided with a hard copy.	X		The quarterly financial report can be sent to National electronically or can be provided with a hard copy.
Revenue collected during the quarter must include proof of deposit and expenditures must include valid receipts including disbursements made to Chapter officers, members or directors.	X		Revenue collected during the quarter must include proof of deposit and expenditures must include valid receipts including disbursements made to Chapter officers, members or directors.
Member rebate Checks will not be mailed until after report(s) are received by the National Office.	X		Member rebate checks will not be mailed until after quarterly report(s) are received by the National office.
A maximum of two (2) prior quarters will be retroactively reimbursed upon receipt of late reports. No reimbursement will occur until all late reports are submitted.	X		A maximum of two (2) prior quarters will be retroactively reimbursed upon receipt of late reports. No reimbursement will occur until all late reports are submitted.

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Lobbying Reporting – Chapters shall not incur lobbying expenses.	X		Lobbying Reporting – Chapters shall not incur lobbying expenses.
Chapter must forward to CHADD monthly bank statements for each quarter at the time of submitting the quarterly financial report.	X		Chapter must forward to CHADD monthly bank statements for each quarter, at the time of submitting the quarterly financial report.
Chapter Coordinators are responsible for assuring that the quarterly financial reports are accurately prepared and submitted to CHADD in a timely fashion.		X	An officer of the Chapter needs to be responsible for assuring that the quarterly financial report is accurately prepared and submitted to CHADD in a timely fashion.
It is requested that the Chapter cash all dues reimbursement checks within sixty (60) days of receipt. Chapters must cash the reimbursement check within six (6) months from the date of postmark. A reminder will be sent to the Treasurer at three months and both the Treasurer and Coordinator at five months if the check has not been cashed.	X		It is requested that the Chapter cash all dues reimbursement checks within sixty (60) days of receipt. Chapters must cash the reimbursement check within six (6) months from the date of postmark. A reminder will be sent to the Chapter at three months and again at five months if the check has not been cashed.
The Chapter must issue the financial reports required in this paragraph even if the Chapter has no financial activity during the relevant reporting period.			If the Chapter has a checking account, the Chapter must issue the financial report required in this paragraph even if the Chapter has no financial activity during the relevant reporting period. <u>However, if the chapter has a checking balance under \$500 and less than \$100 activity during the quarter, only the three monthly bank statements are required; forms A, B & C need not be submitted due to the accounting principle of materiality.</u>
At the end of each fiscal year, each Chapter must submit to CHADD a written inventory with approximate value of all equipment and assets in excess of fifty dollars (\$50.00) (e.g., computers, fax machines, typewriters, etc.)	X		At the end of the fiscal year, each Chapter must submit to CHADD National a written inventory with approximate value any equipment in excess of fifty dollars (\$50.00) that has been purchased with CHADD funds.
Chapter compliance with financial record keeping and reporting requirements is critical to the continued viability of CHADD’s tax-exempt status under which all Chapters operate. Failure to comply with any financial record keeping, reporting or other requirements established by CHADD shall cause CHADD to withhold all monies owed to the Chapter and shall be ground for termination of a Chapter’s affiliation.	X		Chapter compliance with financial record keeping and reporting requirements is critical to the continued viability of CHADD’s tax-exempt status under which all Chapters operate. Failure to comply with any financial record keeping, reporting or other requirements established by CHADD shall cause CHADD to withhold all monies owed to the Chapter and shall be ground for termination of a Chapter’s affiliation.

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Financial records will be maintained for five (5) years.		X	Financial records will be maintained by the CHADD National Office for seven (7) years in compliance of CHADD's yearly audit.
STATE BUSINESS QUALIFICATIONS			
Each Chapter will obtain all necessary documents such as certifications, exempt numbers, licenses and/or permits for the sale of such things as books and videos.	X		Each Chapter will obtain all necessary documents such as certifications, exempt numbers, licenses and/or permits for the sale of such things as books and videos.
Chapters are permitted to sell items as a fundraising measure provided they are being sold for educational purposes under tax-exempt status.	X		Chapters are permitted to sell items as fundraising measure provided they are being sold for educational purposes under tax-exempt status.
Requirements vary from state to state. Check with your state Tax Division or Revenue Department for particular requirements.	X		Requirements vary from state to state. Check with your state Tax Division or Revenue Department for particular requirements.
Chapters fall under the National 501 (3) C designation and as such separate incorporation is unnecessary and at the discretion of CHADD.	X		Chapters fall under the National 501(3)(c) designation and as such separate incorporation is unnecessary and at the discretion of CHADD.
Chapters will be responsible to pay any fees necessary for State Business Trade licenses for selling products and services.	X		Chapters will be responsible to pay any fees necessary for State Business Trade licenses for selling products and services.
N/A		X	Chapters can apply for grants using National's 501(c)(3) designation for the purpose of obtaining professional development, equipment or services to enhance the workings of their chapter. A grant is not to be used to pay for any salaries or promote materials that are not endorsed by CHADD. Chapters will need to follow all guidelines and mandates of an acquired grant and are responsible for carrying out the goals of any secured grants.
FINANCIAL REPORTING (Forms)			

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		X	Should a chapter have its own checking account; the following forms will be submitted quarterly using the guidelines outlined below. They can be submitted electronically or mailed in hard copies. If a specific chapter elects to have National oversee their revenue and expenses, the quarterly reports will not be required.
Schedule of Cash Receipts – Form A: Document all money received and deposited in your Chapter account during the quarter specified	X		Schedule of Cash Receipts – Form A: Document all money received and deposited in your Chapter account during the quarter specified
<u>Form A: Categorize deposits according to type:</u>			<u>For A: Categorize deposits according to type:</u>
Reimburse dues from National			Reimburse dues from National
Donations			Donations
Grants			Grants
Money received from advertising			Money received from advertising
Other			Other
Schedule of Cash Receipts – Form B: Document all expenses for your Chapter account during the quarter specified	X		Schedule of Cash Receipts – Form B: Document all expenses for your Chapter account during the quarter specified
<u>Form B: Schedule of Cash Disbursements (Expenses):</u>			<u>Form B: Schedule of Cash Disbursements (Expenses):</u>
Document all checks written during the quarter specified with dates, check number and check amount. Note: receipts must accompany form B.			Document all checks written during the quarter specified with dates, check number and check amount. Note: receipts must accompany form B.
<u>Categorize entries by expense type:</u>			<u>Categorize entries by expense type:</u>
Bank charges			Bank charges
Educational materials			Educational materials
Office expenses			Office expenses
Phone			Phone
Postage			Postage
Travel			Travel
Other			Other
<u>Form C: Bank Reconciliation Form</u>	X		<u>Form C: Bank Reconciliation Form</u>

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Form C is used by auditors to produce an annual financial statement at the close of each fiscal year. (June 30 th)			Form C is used by auditors to produce an annual financial statement at the close of each fiscal year. (June 30 th)