**Statewide Treasurer, Board of Directors' Finance Workgroup, and MAPE Financial Staff Standards Policy**

**Board of Directors Revision Dates:** 5/6/2010, 02/15/2013, 2/15/2019

**Summary:** The purpose is to establish minimum requirements to be met by the Board of Directors' Finance Workgroup, Statewide Treasurer, and MAPE Financial Staff in the handling of funds, assets and maintenance of the financial records of the Minnesota Association of Professional Employees. These standards are not intended to prohibit the use of additional or more complex safeguards, which may be established by the Delegate Assembly or the Board of Directors.

**Policy:**

**ARTICLE I
Funds of MAPE**

All money received shall be placed directly into an account which is insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Administration.

Other investments may be made according to the Investment Policy, but it is suggested that any investments with other than federally insured institutions be closely examined by the Board of Director’s Finance Workgroup. Evidence of investments shall be placed in a safe or safety deposit box held in the name of MAPE.

**ARTICLE II
Records**

The following records shall be maintained by the Statewide Treasurer via the MAPE financial staff and accounting system:

* Cash receipts.

All money received will be deposited in an insured bank, savings and loan or credit union. The deposits should indicate date received, from whom, and for what.

* Cash disbursement record.

All money spent can only be spent if required by law, the Association's constitution, to fulfill contractual obligations, or as authorized by a vote of the membership, Delegate Assembly, Board of Directors, Executive Committee, or Board of Director’s Finance Workgroup. Disbursements require the signature of a statewide officer and the Statewide Treasurer or other person as designated by the Bylaws Article IX Section 4. When a check is issued, the date, amount, payee and purpose of the check should be recorded on the check stub and in a cash disbursement journal. All disbursements should be substantiated by supporting documentation, such as bill or invoice, per capita tax report, employee or officer travel report, payroll record and lease arrangement.

* Bank receipts for all deposits.

All bank deposits slips shall be prepared in duplicate and the duplicate copies receipted by the bank.

* All bank statements and canceled checks.

All canceled checks are to be kept in numerical sequence with all voided checks accounted for.

* All paid bills or invoices.

All paid bills or invoices shall have a copy of the check paying for the amount requested attached to it.

* All payroll records.
* All federal or state reports.
* All financial reports.
* All lease agreements, lease-purchase or time payment contracts and all other contracts, which involve financial obligations on the part of MAPE.
* All documents constituting evidence of ownership by MAPE of any property or equipment.

The records shall be retained by the Statewide Treasurer, via the MAPE Financial Staff and accounting system, in their original form based on the IRS and accounting standards.

**ARTICLE III
Expenditures-Authorization**

The Association can spend money only with proper authorization. This may be accompanied by the following kinds of requirements or actions:

* Payment required by law need no further authorization. Example of this would be taxes or salaries.
* Periodic payment to meet contractual obligations provided proper advance authorization was obtained by the Delegate Assembly, Board of Directors, Executive Committee, or Board of Director’s Finance Workgroup. Examples of these include lease on office, meeting space, automobiles and equipment.
* Payments may be authorized by vote of membership, Delegate Assembly, Board of Directors, Executive Committee, or Board of Director’s Finance Workgroup. Examples include:
* By motion properly made and carried authorizing the expenditure of a specific amount for a specific purpose. The motion in its entirety should be entered in the minutes.
* By motion properly made, carried and entered in the minutes authorizing regular payment of recurring obligations. Having once been authorized, this will stand indefinitely unless canceled by motion made and carried.
* By motion properly made, carried and entered in the minutes authorizing the Statewide Treasurer to enter into a purchase or service contract. Once signed, the contract becomes a recurring obligation and no further authorization is needed.
* By motion properly made, carried and entered in the minutes approving a budget for the coming year. This budget shall set forth the anticipated income and the sources and the anticipated expenditures and their purpose. The budget may serve as authorization for expenditures where those expenditures are supported by sufficient documentation to demonstrate their purpose and necessity.

**ARTICLE IV
Expenditures-Spending**

1. All authorized expenditures shall be made by check and a check drawn on the Association's account must be signed by an officer and the Statewide Treasurer, or other person as designated by the Bylaws Article IX Section 4.
2. Under no circumstances shall the Statewide Treasurer or authorized substitute sign any check before the date, the name of the payee and the amount have been entered on the check.
3. Use of a check-signing machine or signature stamp is permitted, provided the signature plate or stamp of each authorized individual remains at all times in the custody or control of said individual or the authorized substitute.
4. At the time a check is issued, the date, amount, payee and purpose of the check shall be entered on the check stub.
5. Checks shall not be made out to "cash" except under the most compelling circumstances. In any such case, the Statewide Treasurer shall have the responsibility of providing complete evidence as to the purpose and use of the amount of the check.

**ARTICLE V
Reports**

A monthly income and expense statement shall be prepared at the end of each month by the Statewide Treasurer and be made available to the Board of Directors. Regular financial reports shall be made available to the membership.

**ARTICLE VI
Audit**

At least once each year the Board of Director’s Finance Workgroup shall have an independent auditor make an examination of the records. The finding of the audit must be reported to the general membership and the Board of Directors.