

Financial Management

Policy Statement

It is the policy of the Mountaineers to operate as a financially sound not-for-profit corporation.

Application

Budgeting

1. Each organizational unit; including administration, divisions, and branches; shall operate according to the operating and capital budget approved by the board of directors .
 - Budgets shall include descriptions of programs, goals, and financial proposals to support the programs.
 - Expenses exceeding \$10,000 from budgeted amounts must first be approved by the board. This includes use of reserve funds.
 - The annual budget must be submitted to the Finance Committee and approved by the board.
2. All organizational units shall monitor expenditures on a regular basis and make program adjustments as necessary to ensure adherence to budget plan. The Finance Committee will monitor overall budget performance and is responsible for recommending changes to expense budgets as necessary to match revenue.

Financial Accounts

3. The corporation shall maintain financial records in accordance with generally accepted accounting standards.
4. The board shall establish reserve accounts when necessary to assure that money will be available for dedicated purposes. Board authorization is required to spend money in these accounts. *<from BP 415; note that the none of the reserve funds described in that policy are still active, therefore this line does not specify the names of current reserve accounts: Books, Lodges, Program Development, and Conservation Education>*

Investment Guidelines

5. Cash in excess of immediate working capital needs may be invested with the primary objective of safety of principal and the secondary objectives of liquidity and investment yield. Investments are to be in securities holding the highest ratings available for their class.
 - Suitable investments include bank certificates of deposit, money market mutual funds, and U.S. treasury securities.
 - All investments must be authorized by two of these three people: The Mountaineers' president, treasurer, or executive director.
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6. The long-term building fund shall be invested as described in the policy titled "Long-Term Building Fund."

Responsibility

- Establishing and maintaining effective internal controls and financial accountability throughout the organization.

The Treasurer is responsible for:

- Proactive leadership in ensuring that the corporation pursues sound financial management through effective internal controls, financial accountability and risk management.
- Ensuring that procedures are established and effective for managing the corporation's financial accounts.
- Presenting financial reports to the board as the board deems appropriate, with the assistance of staff and the Finance Committee.
- Overseeing the preparation of operating and capital budgets, including establishing budget assumptions for all organizational units.
- Initiating a financial audit or review each year and acting on any recommendations.
- Serving as chair of the Finance Committee and appointing and removing members of the Finance Committee subject to the consent and approval of the board.

The Controller is responsible for:

- Establishing and maintaining effective internal controls and financial accountability throughout the organization.
- Establishing effective procedures for the collection and disbursement of all funds belonging to the corporation.
- Preparing monthly and annual reports of the corporation's financial condition for review by the Finance Committee.
- Providing timely updates on matters that could affect the financial condition of the corporation.

Branch and division treasurers are responsible for:

- Providing input to the Finance Committee regarding annual expenditure needs.
- Ensuring that branch or division financial obligations are met.
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If a branch or division treasurer is not established this responsibility defaults to the chair.

The Finance Committee is responsible for:

- Monitoring the corporation's financial processes and financial condition and making recommendations to the board as necessary.
- Reviewing the corporation's annual budget and submitting this to the board for approval.
- At the end of each fiscal year, overseeing a consolidation and review or audit of the financial statements by an independent CPA firm, and then presenting their findings to the board.

Voting matters, including recommendations to the board, will be decided by majority vote of members present or on conference call. Each member will be allowed only one vote, even if they hold multiple roles.

The board of directors is responsible for reviewing and approving all annual and capital budgets prior to the beginning of each fiscal year. The board bears the ultimate fiduciary responsibility for the corporation's financial management.