

ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

TITLE: Affiliate Program Funds

APPROVAL SIGNATURE:



NAME: Whitney P. Laning

TITLE: RCCC President

DATE: 09/05/2014

POLICY NO.: 14-130 (supersedes 13-128)

PROGRAM : Affiliated Programs

SECTION: Finance

PAGES: 1

OVERVIEW AND AUTHORITY

Affiliated Programs of Rowlett Citizen Corps Council (RCCC) fall under the RCCC's IRS determination letter as a 501(c)(3) Public Charity and Texas Tax Exemption status.

POLICY

1. AUTHORITY

- 1.1. Active members of an Affiliated Program shall have the authority to solicit donations for the purpose of fulfilling specific needs of an Affiliated Program as defined and approved by the Program Director.
- 1.2. Financial management of Affiliated Program funds shall be the responsibility of the Program Director under direct authority of the RCCC Board of Directors and RCCC Treasurer.
- 1.3. The Program Director shall be responsible for ensuring that Affiliated Program funds are used in a manner consistent with the RCCC mission, purpose and vision statements.
- 1.4. Equipment or non-disposable items purchased with funds raised by or donated to the RCCC, with a cost of \$50 or greater shall be appropriately tagged and marked, and added to the RCCC Asset Management System.
- 1.5. The Program Director shall be responsible for compliance with all RCCC financial policies, guidance and general orders.
- 1.6. The RCCC Board of Directors reserves the right to override, discontinue or alter any action concerning Affiliated Program funds or the use thereof that may jeopardize the RCCC's IRS 501(c)(3) determination or tax exempt status.

2. REPORTING

- 2.1. The Program Director shall be responsible for reporting to the RCCC Treasurer or their designee all funds dedicated to Affiliated Program and the use of funds thereof as requested.

3. PROCESS

- 3.1. All donations shall be promptly deposited into a RCCC approved account within 15 days of receipt.
- 3.2. Donations are generally accepted in the form of cash, check, money order, or credit card. Other forms of donations must be approved by the RCCC Board of Directors.
- 3.3. Checks or Money Order shall be made payable to the RCCC or Rowlett Citizen Corps Council.
- 3.4. Acknowledgements of Donations are issued for any amount over \$250 in accordance with IRS rules. By request, lesser amounts may be acknowledged at the discretion of the RCCC Treasurer.
- 3.5. Affiliated Program members shall comply with fundraising/handling practices as defined by the Program Director.
- 3.6. Cash donations shall be immediately reported to the Program Director and promptly deposited within 3 business days.
- 3.7. All fundraising or soliciting programs or initiatives shall be approved by the RCCC Board of Directors, or their designee, as a matter of sound financial policy.
- 3.8. Use of the RCCC Tax ID is reserved for legitimate business purposes and shall not be used for personal or non RCCC transactions.