FINANCIAL MANAGEMENT POLICY

ROWLETT CITIZEN CORPS COUNCIL, INC.

APPROVED BY THE BOARD OF DIRECTORS ON September 18, 2026

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Chapter 1 INTENT AND PREFACE

This manual provides guidance and policy for the fiscal operations of the Rowlett Citizen Corps Council, Inc. Maintaining meaningful, well-considered policies is critical to a strong financial management system. This manual is designed to:

- Protect the assets of the RCCC;
- Ensure the maintenance of accurate records of the RCCC's financial activities;
- Provide a framework for the RCCC's financial decision-making.
- Establish operating standards and behavioral expectations;
- Serve as a training resource for volunteers; and
- Ensure compliance with reporting requirements and Board directives.

This manual may not include every conceivable policy or guideline for smart financial operations. Where there may be a conflict, Board direction or guidance shall override this manual. Where this manual does not address an issue, the matter should be brought to the RCCC President and, if necessary, to the Board for clarification and approval.

Chapter 2 INTERNAL CONTROLS & POLICY

Lines of Authority

Position	Expenditures	Contract Approval
Vice President	Has authority to spend up to $1,500 on a single item.	Up to $1,500
First Vice President	Has authority to spend or approve budget or non-budgeted expenditures up to $2,500.	Up to $2,500
President	Has authority to spend or approve budget or non-budgeted expenditures up to $5,000.	Up to $5,000
Board of Directors	All non-budgeted expenditures over $5,000	Over $5,000

- The Board of Directors may approve all fiscal policies and budgets at its January meeting annually.
- The President may temporarily increase spending authority and credit limits to accommodate the normal course of business and report the same to the Board of Directors at the next regular meeting.
- The Treasurer may conduct a review of fiscal policies in December and relay any modifications or suggestions for change to the Board of Directors for consideration at the January meeting.
- The following positions shall have standing signatory authority for RCCC checks: President, First Vice President, Secretary, and Treasurer.
- The following positions shall have standing signatory authority for Affiliated Program checks: Affiliated Program Manager, First VP Program Operations, RCCC President, and Treasurer.
- Checks shall require one approved signer to be valid.

Conflict of Interest

All RCCC members of the Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when an employee's or Board member's personal, professional, or business interests' conflict with the organization's interests. Both the fact and the appearance of a conflict of interest shall be avoided.

- Upon election or appointment, each Board member must provide a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest. Examples include employer, business, and other nonprofit affiliations, as well as those of family members or a significant other. The RCCC will keep the written disclosure on file and may update it annually as needed.
- Board members must disclose any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the Board member will not participate in the transaction or decision.

Segregation of Duties

The RCCC's financial duties shall be distributed among multiple people, where feasible, to help ensure protection against fraud and error. This distribution aims to maximize the security of the organization's assets while also considering operational efficiency.

Physical Security

The RCCC maintains the physical security of its assets to ensure that only authorized individuals have physical or indirect access to money, securities, real estate, keys, combination codes, and other valuable property. As a best practice, combination codes should be changed at least every two (2) years or more often if circumstances warrant.

External Contributions or Sponsorships

The RCCC will not contribute to charitable, social, patriotic, civic, or other organizations unless authorized by the RCCC President or Board of Directors. Likewise, the RCCC will not purchase tickets, chances, or advertising offered by any group or organization unless similarly approved. The RCCC will financially assist a group or organization, or financially co-sponsor a project with another group or organization, only when specifically authorized by the Board of Directors.

Fundraising Campaigns

The RCCC will not participate in or officially endorse any non-RCCC fundraising campaigns unless specifically authorized by the Board.

All one-time or unfamiliar fundraising initiatives, whether RCCC or Affiliated Programs, with expected gross receipts over $500 must be preapproved by the appropriate VP, and over $2,500 must be approved by the Board of Directors.

Fundraising or sponsorship agreements that involve posting, affixing, or displaying any logo of an external party in association with the RCCC must be approved by the Board of Directors, regardless of the transactional dollar amount.

Chapter 3 FINANCIAL PLANNING & REPORTING

The organization's financial statements are prepared in accordance with applicable laws and standards.

Reporting Year and Basis

The RCCC's fiscal reporting year shall begin on October 1st and end on September 30th, and shall be reported on a cash basis.

Funding Allocation Process

The RCCC's budget may be prepared and approved annually. The President, in conjunction with the Treasurer and the standing Vice Presidents, may prepare the budget and allocation requests. The RCCC should present allocation requests to the Board of Directors in September for consideration and in October for approval and funding. Allocations may be revised during the year, subject to amendment and approval by the Board of Directors.

Internal Financial Reports and Audit.

The RCCC prepares regular quarterly financial reports. All reports are finalized no later than 30 days after the close of the prior quarter. The Board of Directors may order an audit, internal or external, for any reason at any time.

Annual Report

The President shall cause an Annual Report to be created that includes applicable financial statements, reports, and other information.

Chapter 4 GENERAL ACCOUNTING

Cash Receipts

Cash and checks received by the RCCC or an Affiliated Program in payment for donations, fees, dues, or goods shall be properly recorded every week in the approved financial system.

Deposits

Deposits of cash and checks shall be made at least weekly by Affiliated Programs, or as often as practical, to ensure a cash-on-hand balance of not more than $500 at any one time.

Credit Card Merchant Accounts and Digital Payment Processing Networks

If required, care should be taken to retain only the last four digits of a credit card number in any source.

Credit Card merchant accounts and digital payment networks shall be reviewed every 2 years, or as often as necessary to ensure the best rates and services that meet the needs of the RCCC and affiliated programs. Care should be taken to minimize associated transactional fees.

Receipts Policy

All expenditures greater than $100 require a detailed receipt or invoice that includes the vendor's name, transaction date, invoice or transaction number, and total paid. Receipts are due within 30 days of the transaction for recording purposes.

Financial System of Record

QuickBooks Online shall be the financial system of record for the RCCC. This system shall track all cash, bank, credit card, or other monetary accounts. Electronic copies of receipts shall be attached to all transactions in accordance with this policy.

Financial Institution

The RCCC Board of Directors may establish relationships with financial institutions as warranted to ensure the smooth transaction of business. The Board may change financial institutions at will.

Investments

The RCCC Board of Directors shall approve all investments, including reserves, to the benefit of the organization. No investment shall be made that individually benefits a member.

Reserve Fund

The RCCC Board of Directors may establish a restricted reserve fund in an amount of their choosing. Funds drawn from this fund require Board approval.

Expense Reimbursements

The RCCC President or Program Director may approve reasonable expenses related to a member's volunteer role responsibilities as the budget allows. All such costs must be approved in advance.

Restricted Funds: Restricted funds are any donations made and earmarked for a specific purpose by the donor. Donor-restricted funds should be recorded in the financial system of record and reported as such. Because of the unique nature of restricted funds, donations of any amount in this form must be approved by the Board of Directors, unless the restriction applies just to an Affiliated Program.

Chapter 5 PURCHASING

Bids

- Purchases under $3,000 require no quotes.
- Purchases over $3,000 and less than $10,000 require three bids.
- Purchases over $10,000 require a complete bid process, unless otherwise approved by the Board of Directors.

- All bid and quote selections should take into consideration cost, quality, and availability of product or service.

Sales Tax

The RCCC is exempt from Texas sales taxes. It shall be the policy of the RCCC to generally not reimburse for sales tax paid for any item. Reimbursement for unavoidable sales tax expenditures is at the discretion of the RCCC President and reportable to the Board of Directors. Texas sales tax exemption forms are readily available and should be provided to all vendors when purchasing. In some instances, an account is required to make a tax-exempt purchase. Refer these purchases to the Treasurer or President for fulfillment. The President shall maintain a list of vendors who have an exemption form on file.

Corporate Credit or Debit Cards, and Billing Accounts

The RCCC Board of Directors may, from time to time, issue authority for a credit or debit card or a billing account to facilitate purchasing. Cards and accounts are meant to supplement existing purchasing mechanisms. They are not intended as an overall replacement or as a means to circumvent purchasing guidelines, requirements, and policies and procedures. All accounts will be reconciled monthly or as often as necessary to support efficient operations.

Petty Cash

A petty cash drawer may be established and securely located so staff can make normal, non-credit card purchases conveniently. Audit the balance monthly and report it to the treasurer for bookkeeping. Limit the available balance to $1,500.

A REHAB petty cash fund is authorized at $100 and should follow the same guidelines as above. A good-faith effort should be made to retain receipts for all transactions.

Loans

The RCCC may take on debt as authorized by the Board of Directors.

Chapter 6 Travel

General Travel

The RCCC President or First Vice President must approve all travel outside of routine program activities in advance. The RCCC will reimburse in full for all reasonable direct expenses relating to approved travel. Members must complete an expense report, with accompanying receipts and proof of payment, within 30 days of travel.

The RCCC President or First Vice President may approve requests for advanced funds for extenuating circumstances. Members must account for expense advances within five (5) business days after returning from traveling.

Out-of-State Travel

The RCCC President must preapprove all out-of-state travel outside of routine program activities.

Chapter 7 ASSET MANAGEMENT

Capital Equipment

Capital Equipment purchases are those that meet the following conditions:

- Acquisition cost equal to or greater than $5,000 for a single unit
- Life span in excess of five years
- All Vehicles and trailers, both motorized and non-motorized, regardless of cost

All Capital purchases must receive Board approval and, when possible, be included in a budget request or amendment.

All Capital Equipment shall be tagged and logged in a spreadsheet for Asset Management and audited at least once every two years.

Asset Database

The RCCC shall maintain an Asset Management Database for all RCCC-owned or Federal Grant-provided equipment, motorized vehicles, trailers, and other items that require tracking, tagging, and management. This includes the following:

- Items costing more than $250 per unit shall be tracked.
- All electronic items, such as computers, radios, televisions, monitors, GPS devices, etc.
- All required equipment purchased with Federal grant funds.

The Asset Management Database shall be physically audited at least once every two (2) years.