

## Financial Management Guideline

### U. S. Artillery Reserve, Inc.

The United States Artillery Reserve, hereafter referred to as the Artillery Reserve or AR is committed to providing management of finances that adheres to Federal, State and Local laws and ordinances, and the overall well-being and purpose of the organization.

1. Purpose:

- 1) This guideline is intended to provide direction for the handling of Artillery Reserve (AR) finances.
- 2) Should a conflict arise, the AR's Bylaws supersede anything in this guideline.

2. Scope:

- 1) This guideline shall apply to all members of the AR.
- 2) This guideline covers receipt, disbursement, management and investment of funds, purchasing practices and internal controls.

3. Body:

1) Cash

- i. The establishment of a petty cash fund is prohibited
- ii. A cash reserve used for change for fundraisers (50-50, etc.) can be established
- iii. Cash withdraws from AR accounts is highly discouraged. Should a cash withdrawal be needed for a specific purpose or event, the cash should be deposited back into the account within 48-hours of the conclusion of the event. The cash withdrawal and a deposit of the same amount should be attested to by at least two members of the Executive Committee.
- iv. Cash received from fundraising events must be counted by at least two individuals, with at least one of the individuals being a member of the Executive Committee. If the Treasurer is unavailable, cash should be sealed in an envelope and forwarded to the Treasurer.
- v. Cash received from donations, miscellaneous sales, etc., must include documentation, such as a receipt or contract. If no receipt or contract is

available, cash received should be attested to by at least two individuals. Cash should be deposited into an appropriate AR account within 48 hours of the conclusion of the event.

## 2) Disbursement of Funds

- i. Disbursement of funds must be by check electronically generated by the AR's accounting software OR by debit or credit cards issued by the financial institution at which the accounts are held.
- ii. Under no circumstances should a blank, signed check be created.
- iii. Automatic payments from the AR's financial account(s) may be used for recurring bills (insurance, organization dues, taxes, payments required by law, etc.).
- iv. Except as noted in 3.2.iii, under no circumstances shall disbursements be made from AR financial accounts by a single individual.
- v. Disbursements of funds from AR financial accounts more than \$250 must be approved by the Board of Directors, or in cases of emergency by the Executive Committee. vi. Disbursement of funds from AR financial accounts up to \$250 for routine, miscellaneous expenses such as envelopes, postage, miscellaneous supplies, insurance payments and event registrations is permitted without approval of the Executive Committee or Board of Directors.  
Appropriate documentation must accompany such expenses.
- vii. Disbursement of funds must follow guidance established by Article x, Section 2, i.e., for historically related purposes in line with the Artillery Reserve's By-Laws.
- viii. Donations to "for profit" organizations are strictly prohibited.
- ix. Donations for "non-profit" organizations cannot exceed \$100 per occurrence and cannot exceed a total of \$500 in one calendar year. Repetitive donations to the same organization are discouraged.

## 3) Financial Reporting

- i. In line with the duties and obligations of the AR Treasurer, a detailed financial report of all financial assets will be provided by the Treasurer at semi-annual AR Meetings, or upon request by the Board of Directors and/or Executive Board, or upon request by a government agency such as the Internal Revenue Service. ii. Tax returns and accountant prepared financial statements (if the latter exist), must be provided to the AR membership at semi-annual AR Meetings.

## 4) Investments

- i. Investment of funds held by the Artillery Reserve is permitted, but must be reviewed and approved by members of the Board of Directors

5) Penalty

- i. Violation of this guideline along with misuse and/or mismanagement of the financial assets of the AR will be referred to the President and/or the Executive Committee and is subject to appropriate disciplinary action.