



Financial Policy

Philosophy

The purpose of financial management in the operation of all COINN activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including clients, partners, funders, employees, and the community to accomplish this. COINN commits to providing accurate and complete financial data for internal and external use by the Chief Executive Officer (CEO) and the Board of Directors.

Authority

The Board of Directors is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Directors.

- The CEO is responsible for the day-to-day financial management of the organization. The Board authorizes the CEO to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank account.
- The CEO is authorized to sign checks up to \$10,000. Checks for amounts greater than \$10,000 shall require approval of the Treasurer or President.
- The CEO is authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. The Board of Directors must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$15,000.

Responsibilities

The CEO shall:

- Account for donor restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of COINN operations according to the schedule established by the Board of Directors, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.
- Record fixed assets with purchase prices greater than \$500 as capital assets in accounting record.
- Limit vendor credit accounts to prudent and necessary levels.
- Obtain competitive bids for items or services costing more than \$50,000 per unit. Selection will be based on cost, service, and other elements of the contract.

COINN may award the bid to any provider and is not required to accept the lowest cost proposal.

Reviewed August 2024

The Board of Directors shall:

- Review financial reports at least quarterly at the board meetings.
- Provide adequate training to members to enable each member to fulfill the financial oversight role.

Financial Transactions with Insiders

No advances of funds to employees, officers, or directors are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

In no case shall COINN borrow funds from any employee, officer, or director of the organization without specific authorization from the Board of Directors.

Budget

To ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific five-year objectives, the Chief Executive Director shall:

- Submit operating and capital budgets to the Board of Directors prior to each fiscal year.
- Use responsible assumptions and projections as background with the general goal of an unrestricted surplus.

Gift Acceptance

COINN will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards. The CEO shall sell any stock given to the organization immediately upon receipt by the organization.

COINN shall accept contributions of goods or services other than cash that are related to the programs and operations of COINN. Any other contributions of non-cash items must be reviewed and approved by the Board of Directors before acceptance.

Asset Protection

To ensure that the assets of OCINN are adequately protected and maintained, the CEO shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tempering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.