

NWIHA Finance Policy

Purpose

The purpose of financial and program management in the operation of all NWIHA activities is to fulfill the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members, funders, contractors, and the community. In order to accomplish this, NWIHA commits to providing accurate and complete financial and program data for internal and external use by the Executive Director and the Executive Committee.

Authority

1. The Executive Committee is ultimately responsible for the financial and program management of all activities. The Treasurer is authorized to act on the Committee's behalf on financial matters when action is required in advance of a meeting of the Executive Committee.
2. The Executive Director is responsible for the day-to-day financial and program management of the organization. The Executive Committee authorizes the Executive Director to process bills, receive funds, and maintain bank accounts. The Executive Director also has limited contracting authority, described below.
3. All payments shall require the signature (checks) or approval (digital) of two (2) Committee Officers, preferably the Treasurer and Chairperson. All officers shall have check signing authorization. The Executive Director shall also have signing authority as required by the bank to process payments.
4. The Executive Director is authorized to enter into contracts for activities that have been approved by the Executive Committee as a part of budgets or plans, for example Quarterly Meeting hotel contracts. The Executive Committee must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$15,000.
5. The Executive Director is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Executive Committee on variances and the reason for these variances.

Responsibilities

1. The Executive Director shall:
 - a. Account for donor restricted funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
 - b. Report the financial results of NWIHA operations according to the schedule established by the Executive Committee, but at least quarterly.
 - c. Pay all obligations and file required reports in a timely manner.
 - d. Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Executive Committee.
 - e. Record fixed assets with purchase prices greater than \$5,000 as capital assets in accounting records. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.

- f. Limit vendor credit accounts to \$5,000. Credit limits above this level shall require the approval of the Executive Committee.
 - g. Obtain competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, and other elements of the contract. NWIHA may award the bid to any provider and is not required to accept the lowest cost proposal.
 - h. NWIHA desires that Quarterly Meetings be held at tribally-owned facilities whenever feasible.
 - i. Ensure that all funds not needed for operating activities are invested in interest-bearing accounts, in aggregate amounts not exceeding the FDIC limits for the institution in which the funds are invested.
2. The Executive Committee shall:
 - a. Review financial reports at each Executive Committee meeting.
 - b. Provide adequate training to new Executive Committee members to enable each member to fulfill his or her financial oversight role.

Payment Processing

NWIHA may subscribe to an online bill payment system using the following procedures:

1. A Payment Voucher is made for each invoice including the vendor, the amount to be paid, a description, and the account(s) to be charged.
2. The Payment Vouchers, together with the relevant invoices and other documentation, are sent via digital means to the Treasurer and Chairperson, or other authorized check signers if they are not available.
3. Once the Payment Vouchers are approved by the check signers and received by the Executive Director, they are entered into the accounting system and set up for payment.
4. As a control measure, a check register shall be provided to the Executive Committee with the financial reports on a quarterly basis.

Investments

1. All NWIHA funds shall be held in an interest-bearing account and transferred as necessary to a checking account for payment purposes.
2. Funds not needed for longer periods may be invested in longer-term instruments with the approval of the Executive Committee. Allowable securities shall be the same as those allowed for federal IHBG funds.

Travel

1. Direct and necessary expenses including travel for meetings and other budgeted or Committee-approved activities related to carrying out responsibilities shall be reimbursed. Travel advances may be allowed at the discretion of the Executive Committee.
2. Reimbursements for travel shall be according to the federal per diem schedule and/or federal mileage rate in effect at the time of the trip. Hotel rates shall be the greater of the per diem rate or the contracted block rate. Travel shall be reimbursed for the lesser of the coach class

airline fare or the mileage reimbursement between the traveler's home and the meeting location.

Budget

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

1. Submit operating and capital budgets to the Executive Committee in time for reasonable approval by the Executive Committee prior to each fiscal year.
2. Use responsible assumptions and projections as background, with the general goal of a surplus of unrestricted funds up to the maximum allowable by the IRS.

Donations

1. NWIHA will accept 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.
2. NWIHA shall accept contributions of goods or services other than cash that are related to the programs and operations of NWIHA. Any other contributions of non-cash items must be reviewed and approved by the Executive Committee before acceptance.

Asset Protection

In order to ensure that the assets of NWIHA are adequately protected and maintained, the Executive Director shall:

1. Insure against theft and casualty losses to the organization and against liability losses to Executive Committee members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
2. Plan and carry out suitable protection and maintenance of property, building, and equipment.
3. Avoid actions that would expose the organization, its Executive Committee, or its staff to claims of liability.
4. Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage. All Executive Committee members and the Executive Director shall sign a Confidentiality Agreement.
5. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
6. Review account balances on a regular basis to ensure FDIC protection.

Youth Scholarship Fund

1. Each year, NWIHA receives donations to support a Youth Scholarship Program, whereby students enrolled in NWIHA-member tribes in good standing are eligible to apply for monetary scholarships to be used for tuition and other school-related expenses.
2. Funds to be used for the Youth Scholarship Program shall be accounted for in a Restricted Fund account, and shall be reported to the Executive Committee and the NWIHA Voting Membership on a quarterly basis.