

YALEWOMEN, INC.

CHAPTER CHECKING ACCOUNT POLICY AND PROCEDURES

(ADOPTED 9/11/15)

POLICY STATEMENT

YaleWomen, Inc. will, upon the request of a Chapter, open a checking account for the Chapter's use. The Chapter checking account is intended to provide the means for the Chapter to deposit and disburse fundraising proceeds, to deposit and disburse event registration fees, and to cover administrative and operating costs incurred by the Chapter. The funds deposited into such an account must be used strictly for the benefit of the Chapter, must comply with all of YaleWomen's policies, and must not jeopardize YaleWomen's 501(c)(3) status as a nonprofit organization. As an example, YaleWomen has a policy prohibiting lobbying, which is an activity that could threaten YaleWomen's nonprofit status.

Funds deposited and expensed are ultimately a revenue and expense of YaleWomen, Inc. for purposes of internal financial statements and for purposes of external reporting to federal and state agencies. While YaleWomen is essentially delegating control of the account to the Chapter, YaleWomen retains the fiduciary responsibility over the account and as such must maintain a reasonable level of oversight, access, and control.

CHECKING ACCOUNT SETUP PROCEDURES

- 1) The checking account will be opened at a bank of YaleWomen's choosing (currently, Wells Fargo Bank, N.A.).
- 2) There will be four signers on the account: the Treasurer of YaleWomen, another Officer of YaleWomen and two Chapter representatives.
- 3) All actions affecting the account, such as closing the account, or writing any checks on the account, will require two signatures, except when a check drawn on the account is less than \$500, in which case, one signature will be sufficient. Under normal operations, the two Chapter representatives will manage the account; all actions involving the account should be made with the knowledge and approval of both representatives, even when a transaction is under the \$500 threshold and only one signature is required. The Treasurer will review the transactions. Only in the case of suspected inappropriate activity or prolonged inactivity on the part of the Chapter will the two YaleWomen representatives intervene and potentially assume management of the account, up to and including closing the account.
- 4) YaleWomen's EIN (Employer Identification Number) will be used on the account.

5) YaleWomen's Council will adopt the appropriate Corporate Resolution permitting the opening of the account.

6) Annually, the Chapter and YaleWomen will re-affirm the appropriate signers for the account. However, the Chapter commits to informing YaleWomen of any proposed change in signers should the Chapter wish to make any such change before the annual report.

OBLIGATIONS OF YALEWOMEN

YaleWomen assumes the obligation to file all reports as required by the IRS and by the state in which the Chapter is located. The rationale for this is that the Chapter is not an independent entity and these reports require consolidation of all activity that occurs under the YaleWomen umbrella or within a particular state.

As stated above, YaleWomen will step in to manage the account only in the case of inappropriate activity or inactivity. If the officers of YaleWomen deem it necessary to close a Chapter account, any remaining funds will be transferred into YaleWomen's primary account.

OBLIGATIONS OF THE CHAPTER

The Chapter is required to supply YaleWomen with the information it needs to understand the Chapter's activities and to file the appropriate IRS and state forms. To that end, the Chapter shall:

1) On a quarterly basis, within 30 days following the end of each quarter, submit to YaleWomen a profit and loss statement for the quarter, on a cash basis, and a reconciliation of the bank account for the quarter.

2) On an annual basis, within 60 days following the end of the fiscal year (year ends June 30, reporting deadline is August 31), a brief summary of the Chapter's activities including the number of attendees at events and an annual profit and loss statement.

3) On an annual basis, within 60 days of the end of the calendar year, a list of all donors and the amounts each has given during the calendar year.

4) Any other specific information that YaleWomen may request in order for it to make timely IRS or state filings (normally due no earlier than four and a half months following the end of the fiscal year).

5) Should the Chapter choose to hire a contractor or an employee, the Chapter will immediately report this to YaleWomen and YaleWomen will request from the Chapter any information it will need to appropriately handle the matter.