

# Financial Banking Policy for Seminole Clubs and Chapters

## Introduction

The Financial Banking Policy for Seminole Clubs and Chapters (“Policy”) clarifies the roles, authority, and responsibilities for essential financial management activities and decisions for the Florida State University Alumni Association Seminole Clubs (“Clubs”).

## Opening a Bank Account for the Clubs and Chapters

The requirements for opening a nonprofit bank account may vary depending on the financial institution. Typically, the financial institution will require the following documentation before opening an account:

- A copy of your nonprofit bylaws
- A copy of articles of incorporation
- A copy of the employer identification number (EIN) or Tax ID number located on the Tax ID certificate
- A list of all officers and their Government-issued ID cards
  - The Seminole Club President, Treasurer (or Secretary) should be listed.
  - An FSU Alumni Association staff member should also be listed on the account – not as an officer or authorized signatory but as one who has access to the account’s monthly statement. Moreover, the Seminole Club President, Treasurer, or Secretary must provide the FSU Alumni Association staff member with all login credentials for the banking account.

## Types of Banking Accounts

The FSU Alumni Association authorizes the following bank accounts for Seminole Clubs and Chapters:

- Small Business Checking Account
- Transactional Account

The FSU Alumni Association prohibits the following bank accounts for Seminole Clubs and Chapters:

- Mutual Funds
- Bonds
- Stocks
- Money Markets
- Exchange-traded fund
- Certificate of Deposit

Seminole Clubs and Chapters are only allowed to maintain one checking account. Moreover,

Seminole Clubs and Chapters are prohibited from opening an investment portfolio. The Florida State University Foundation manages the investment portfolio for all Alumni Association and its affiliate organizations including Seminole Clubs, Chapters, and Networks.

### **Financial Reporting**

Account reconciliation is an important business function as it provides the decision-makers with key information to understand the Club and Chapter's financial state including but not limited to catching errors that may have occurred, verifying cash flow and expenses, and avoiding surprises.

The Seminole Clubs and Chapters must reconcile its account monthly using the QuickBooks Online system. Accounts must be reconciled on or before the 15<sup>th</sup> of each month for the previous month. **For example, transactions occurring in the month of June must be reconciled through QuickBooks no later than July 15<sup>th</sup>.**

### **Auditing**

The FSU Alumni Association reserves the right to audit the financial records of any Club or Chapter to ensure compliance with this policy.

### **Limit of Cash on Hand**

Seminole Clubs and Chapters are prohibited from having more than \$25,000 of cash in its check account. If an exception is made, specific parameters will accompany the concession.

### **Expenditures**

Club or Chapter funds should be used in accordance with the Club or Chapter's mission. All expenditures must be properly authorized, document, and reported.

### **Review**

This policy will be reviewed annually by the FSU Alumni Association to ensure its continued relevance and effectiveness.

By adhering to this policy, the Clubs and Chapters help maintain a high standard of financial responsibility and integrity. This supports the overall mission of the Florida State University Alumni Association and strengthens the bond between the University and its alumni.

### **History:**

Drafted 07.13.2023

Approved 07.24.2023