Hannibal Area Council of Aging
d/b/a Hannibal Nutrition

Finance Policy and Procedures Manual

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Introduction

Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center Financial Policy and Procedure Manual provides the policies and procedures for finance transactions within the business to be followed by all staff. It also provides guidelines Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will use to administer these policies, with the correct procedure to follow.

Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center complies with all provisions of the federal Internal Revenue Code (26 U.S.C 1), the Illinois Tax Act (35 U.S.C 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center complies with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to $30,000. A FFATA sub-award report is filed by the end of the month following the month in which the award was made.

Accounting Procedures

Basis of Accounting

Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center uses the modified cash basis of accounting – a method of recording accounting transactions for revenue and expenses only when cash is received, or payments are made. The fiscal year is July 1 through June 30.

Procedures

The following chart depicts the financial duties and the employee(s) responsible for completing it:

Finance Transaction	**Person Responsible**	**Description**
Bank Accounts	Board Officers/Director	Opening/closing accounts
Record Mail Daily	Receptionist or Administrative Assistant	Pick up mail: Open and record all items received.
Business Credit Card	Director	Preapproval when relevant; Sign out when in use; Board Member approves monthly statements
Bank Reconciliation	Willing Accounting, LLC	
Process Checks	Willing Accounting, LLC	Weekly
Sign Checks	Board of Directors	\$1-1000 1- Board Member >\$1000 2- Board Members
Enter Deposits	Willing Accounting, LLC	
Submit Deposits	Director	Submit as needed
Approve Expenditures	Director, Board Members	Board Members
Financial Reports	Willing Accounting, LLC	Board Approval
Payroll Bi-weekly	Willing Accounting, LLC	Direct Deposit or Checks

Financial Planning & Reporting

Purpose of the Policy

The organization's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards Board (FASB) No. 117, "Financial Statements of Not-For-Profit Organizations." Under GAAP, revenues are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the organization are classified as unrestricted, temporarily restricted and permanently restricted.

Budgeting Process

The organization's budget is prepared and approved annually. The budget is a schedule of anticipated expenditures and revenue by class (grant, donation, foundation) prepared by the Director. It is approved by the Board of Directors prior to the start of each fiscal year. Unless specifically prohibited from doing so in the grant guidelines, transfers between approved line items may be made without Grantor's approval, the greater of ten percent of the Budget line item or one thousand dollars of the Budget line item. Line items exceeding these allowable variances require Grantor approval. The annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year. The Director will ensure that the budget is developed using the organization's standard revenue recognition and cost allocation procedures as specified within the grant agreements.

A draft budget will be presented to board members at least 30 days prior to the end of the fiscal year for review. The budget shall contain revenues and expenses forecasted for the fiscal year by program classification. A chart describing which program has formal grant agreements in place and which awaiting state approval will be included. Final approval will be no later than the first meeting of the fiscal year.

Financial Reporting

The Director reviews financial reports each month and presents reports to the full Board of Directors on a quarterly basis for approval. Records of expenditures are maintained for each program by the class of the approved budget and actual expenditures are compared with budgeted amounts. Explanations for budget variance and current financial position is reported.

Willing Accounting, LLC prepares and submits fiscal reports according to requirements of the funding sources (monthly, quarterly). Annually a cumulative report is submitted.

Record Retention
Final expenditure reports, financial records, supporting documents, statistical records and all other records pertaining to fiscal and program administration must be maintained for six (6) years from the date of submission of the final expenditure report, or for the time specified on the agreement.

Bank Account Policy
Opening and Closing Bank Accounts - New bank accounts and closure of bank accounts must have the authorisation of the Board of Directors.

Authorized for Bank Account Payments:
Treasure: Terry Kendrick
Executive Board Members

Payments must be supported by invoice, receipt, or other appropriate documentation; or attached to check request for payment and must follow program approval process for budget compliance.

Deposit Transactions
Deposits will be made by made by Director and/or Office Staff.

Donations
- Monetary donations go through the deposit processes and are sent a thank you note, which includes tax deductible information.
- Food donations are inventoried by kitchen staff, a thank you note, which includes tax deductible information and the donation is used within the food program menu.

Purchasing Policy

Equipment and Procurement. Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property that is supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center complies with the standards set forth in 2 CFR 200.317-200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property, and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.

Equipment Instructions. when equipment, purchased in whole or in part with Grant Funds, are no longer needed for their original purpose, disposition instructions must be obtained from Grantor.
Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements.

Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, as appropriate and to the extent consistent with law, Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

Equipment Asset Purchases

Equipment is defined as an article of tangible personal property that has a useful life of more than one year and an acquisition cost of $5,000 or more. Any equipment with an acquisition cost of $5,000 or more and a useful life of 1 years or more must adhere to the requirements of the specific Grant Agreement when it comes to transfer at the termination of the agreement. Any item costing $1,200 or more must be approved before purchase by the Director. Property must be safeguarded and used solely for what is authorized by the grant. Capital purchases must be accurate, allowable and compliant with the terms and conditions of the grant Agreement from which the purchase is being made.

Property Retention Policy and Procedures

Procurement of all equipment must be within guidelines specified within the grant from which the funds for purchase originate. Otherwise, Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center must comply with the uniform standards set forth in 2 CFR 200.310-200.316 governing the management and disposition of property which cost was supported by grant funds. This includes the Grantor's right to request transfer of such equipment. Equipment to be sold or otherwise disposed of without prior approval of Grantor. Any real property acquired using grant funds must comply with requirement of 2 CFR 200.311.

CAPITAL ASSETS

Maintenance of Fixed Assets List

A fixed asset list is maintained by Willing Accounting, LLC and reviewed by the Director at the close of the fiscal year to ensure that documents are updated and accurate. The list contains:

- Item Name
- Description of asset
- Assigned asset number
- Location of asset
- Funding Source
- Acquisition Date
- Asset's cost or acquisition value
- Serial and Model Numbers

Threshold

Acquisitions of property and equipment in excess of $5,000 are capitalized. Purchases of property and equipment are recorded at cost and depreciated using the straight-line method over their estimated useful life. Meeting threshold is determined based on stand-alone unit cost. For example, ten new $500 computers would not be capitalized. However, a new server system including a $4,200 computer and $800 software package would be capitalized.

Expenditures in excess of the threshold that replace, enhance the useful life of, or service level of, an asset may be capitalized. Costs to maintain or restore an asset to normal operating condition will be recorded as current-period repair expenses if they fall below $5,000 threshold.

Depreciation

Property and equipment are recorded at cost if purchased or fair value if donated and depreciated on a straight-line basis over the estimated useful lives according to the following schedule:

- Commercial equipment- 10 years
- Vehicles – 10 years
- Major renovations – 25 years
- Buildings and additions - 40 years

Fiscal Reports / Billing Information

Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will submit monthly, quarterly, and final Periodic Financial Reports (PFRs) in the format prescribed before the time specified. The monthly, quarterly, and final reports must be submitted by email to the designated email per requirements with the Program Name/Acronym, Contract number and Month in the Subject Line. Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center shall provide summary documentation by line item of actual expenditures incurred for the purchase of goods and services necessary for conducting program activities. Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center shall use generally accepted accounting practices to record expenditures and revenues. Expenditures shall be recorded in the Provider's records in such a manner as to establish an audit trail for future verification of appropriate use of Agreement funds.

Payroll

Time & Attendance

1) All employees and supervisors sign off on their timesheet each pay period

2) Willing Accounting, LLC downloads salaried and hourly timecards from timekeeping system.

3) New employees and changes for current employees will be given to Willing accounting, LLC.

5) Willing Accounting, LLC processes payroll – Direct Deposit is transmitted; checks are printed

6) Payroll is bi-weekly running Monday through Sunday with payday being the Wednesday following the Sunday cut off.

7) Payroll taxes are paid by the 15th of the following month and reports are completed quarterly.

8) W-2's are prepared annually by Willing Accounting, LLC

Travel Reimbursement

1). Whenever possible staff are encouraged to use vehicles owned by the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center . We recognize that a company vehicle is not always available and staff's personal vehicle will be used. Staff should record on their time card, which includes the date and total mileage. Reimbursement rate is based upon the current IRS standard reimbursement rate.

2) Training related travel is required by many grantors and for staff development. Job-related expenses for transportation, hotels and food should be pre-approved by the Director and/or the Board of Directors. Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will reimburse for preapproved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation. Employees must complete the Expense Report to include mileage and other expenses incurred for approval to the Director.

Credit Card Policy

Credit Card Purchasing Procedures

Purchases made with a Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center company credit card should adhere to the following procedures, in addition to the policies and procedures outlined on the Credit Card Policy page.

Purchases should be verbally approved prior to purchase. The Director's purchases are approved by a Board member. The following purchases can be approved by the corresponding staff members:

Tax exempt forms should be used for purchases, as merchant allows. A detailed receipt should always be obtained after a purchase.

After purchase, staff must return card and tax-exempt form immediately upon return to Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center. Receipts should be taped or stapled to letter-sized paper and have following information written on it: date of purchase, amount, program the purchase was under, finance code, description of purchase and initial as purchaser.

Completed receipt should be turned in to Director to approve. Approver should pass on the receipt to Willing Accounting, CPA.

Staff needing to make a purchase with a check should turn in an approved invoice to Willing Accounting, CPA clearly noting the need for check payment. Willing Accounting, CPA will write the check and mail to the merchant.

Policies

1. The corporate credit card is the property of Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center.
2. Employees will use the corporate credit cards to charge program related expenses for **approved** budget items only.
3. Personal purchases of any type are **strictly prohibited.**
4. **No alcoholic beverages** may be purchased with the corporate credit card without prior approval from the Board of Directors.
5. Employees may **NOT** take cash advances on credit cards.
6. The employee is responsible for all charges made to the card and will be **held liable** for any unauthorized items appearing on the credit card statement.
7. Cardholders are required to sign the "**cardholder agreement**" indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. Obtain approval from the Director who verifies the purchase is within the program's budget.
2. Sign out a Company card available for temporary use at the Director's office and sign it in after completing the purchase.
3. Write the date, amount, description, program, and expense code on the paper. Initial as purchaser and submit to the Director for approval.
4. If a card is lost or stolen notify the Director immediately.

Director must verify that purchases are allowable under the contract agreement for the program. Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the Scope of Work and are justified in the Budget and/or Budget Narrative. Program budgets and narratives will detail proposed expenditures that are necessary for the program.

CARDHOLDER AGREEMENT signed by each employee using a company credit card.

I,______________________________, hereby acknowledge that I have read and understand Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center Debit/Credit Card Policies and Procedures.

I understand that improper use of the company debit/credit card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Director upon demand during the period of my employment. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the end of the current month, Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center will be entitled to reimbursement from me of such purchases (through deduction of my pay check). Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

CONFLICTS OF INTEREST (COI)

Purpose

The purpose of this policy is to protect the integrity of Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center's decision-making process, ensure public trust, and safeguard the organization's reputation by identifying and addressing potential conflicts of interest.

This policy applies to all board members, officers, employees, and key volunteers of Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center.

Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal, financial, or professional interests could interfere with their duty to act in the best interest of the organization.

Examples include (but are not limited to):

- Financial gain from a decision made by the organization.
- Close personal relationships influencing organizational decisions.
- Employment or consulting arrangements with vendors or partners.

Annual Disclosure Requirement

At the end of each fiscal year, all covered individuals must:

1. Complete and sign the **Year-End Conflict of Interest Disclosure Form**.
2. Disclose any actual, potential, or perceived conflicts that occurred during the year.
3. Update any changes to previously reported interests.

Procedure for Addressing Conflicts

- Disclosed conflicts will be reviewed by the Board of Directors
- The individual with the conflict will abstain from related discussions and votes.
- The Board of Directors will document the conflict and the resolution in meeting minutes.

Recordkeeping

All signed disclosure forms and related meeting minutes will be retained for at least [X] years.

Acknowledgment

I have read, understand, and agree to comply with this **Conflict of Interest Policy.**

Signature: ____________________

Date: ________________________

FUND RAISING POLICY

***For the purpose of this policy**,* the Agency defines fundraising as the collection of money through donations, sales, and/or event programming for the explicit purposes of (a) charitable donations to Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center, or (b) enhancement of the organization's budget in accordance with its mission. This policy applies to the Agency and its employees. The employees and the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center Board will assist with fundraising activities. The following guidelines are applicable to fundraising activities Center.

• The fundraising activity must offer a benefit that is consistent with the mission of the Agency.

• Fundraising activities should be approved by the Director and Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center's Board of Directors.

• Fundraising activities must comply with all applicable federal, state and local laws and regulations.

• All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organization's stated mission and core values. Collection and reporting of the fundraising event will be handled in accordance with generally accepted accounting principles and standards.

• Fundraising communications should include clear, accurate and honest information about the organization, its activities and the intended use of the funds.

• All personal information collected is confidential and is not for sale or to be given away or disclosed to any third party without consent.

• Contributors of money valued at over $250 shall be provided a written acknowledgement of receipt as described by the Internal Revenue Service. No goods or services can be provided in exchange for this donation by the agency.

• Non-cash contributions shall be acknowledged with a letter of appreciation describing item(s) received, date, condition and for whom, with no value assigned. All non-cash contributions become the property of the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center and can be used or sold at their discretion.

• Donations received for a designated purpose will be used for the requested purpose as much as possible. If not possible, the donations will be used to provide services in accordance with the mission of the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center.

• Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center's employees working at a fundraiser will be paid by the Center and their time and benefits will be reimbursed through regular timekeeping and use of appropriate funding source codes. Refer to overtime policy in the Personnel Handbook should overtime be earned.

CONFIDENTIAL INFORMATION

INFORMATION THAT MAY BE CONSIDERED CONFIDENTIAL

• Any information that would specifically identify a service recipient

• Any information that could be used for financial gain by another party

• Any information regarding contributions, health status, challenges, etc.

• Any information about the services a program participant is receiving

• Any staff discussions that are not released publicly

•Any information marked “**Confidential”**

• Any information that has not yet been released to the public pertaining to bidding, supplier, and contracting processes.

Once information is released to the public, it is no longer confidential.

CONFIDENTIALITY ACKNOWLEDGMENT I understand that while working and/or volunteering at Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center, I may have access to information that is confidential or protected health information. I agree to protect any and all such information by never disclosing, discussing, or showing any confidential or protected health information of Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center’s clients with any unauthorized parties. “I certify that I have read and understand the confidentiality statement printed above and agree to those terms.”

____ Print full name: (first, middle initial, last) _____________________________________

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SUNSHINE LAW COMPLIANCE

POLICY

It is the public policy of the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center Board of Directors that meetings records, votes, actions and deliberations of the Board shall be open to the public unless otherwise provided by law (meeting may be closed pursuant to RSMo 610.021 (2) to discuss leasing, RSMo 610.021 (3) to discuss personnel, RSMo 610.021 (8) to discuss welfare cases of identifiable individuals, RSMo 610.021 (10) to discuss software codes for electronic data processing, RSMo 610.021 (11) to discuss specifications for competitive bidding, RSMo 610.021 (12) to discuss sealed bids, RSMo 610.021 (13) to discuss individually identifiable personnel records, RSMo 610.021 (20) to discuss records that identify the configuration of components of the operation of a computer). Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center shall comply with Sections 610.010 to 610.030 RSMO, the Sunshine Law as now existing or hereafter amended.

PROCEDURE

At least 24 hours (excluding weekends and holidays) before a public meeting, the agency will prominently post a notice of the meeting at the AAA office. The notice will include time, date and place of meeting; tentative agenda of an open meeting; and whether the meeting is open or closed.

When the agency intends to hold a meeting by conference call or other electronic means, the notice will specify the location where the public may observe and attend that meeting. If the agency meets via Internet or other computer link, we will post a notice on our Web site in addition to posting the notice at the AAA office.

The Director is the appointed custodian of the records of the Hannibal Area Council of Aging d/b/a Hannibal Nutrition Center office located at 219 S. 10th Hannibal, Missouri.

The custodian shall respond to all requests for access to or copies of a public record within the time provided by statute except in those circumstances authorized by statute.

The fees to be charged for access to or furnishing copies of records shall not exceed the actual cost of document search and duplication.

Fees for copying public records, except those records restricted under section 32.091, RSMo, shall not exceed ten cents per page for a paper copy not larger than nine by fourteen inches.

The hourly fee for duplicating time will not exceed the average hourly rate of pay for the executive director (the agency does not employ clerical staff).

Research time required for fulfilling records requests may be charged at the actual cost of research time.

Upon request, an estimate of the cost to produce copies of the requested records will be provided to the person requesting the records.

Payment of such copying fees may be requested prior to the making of copies.

Date: February 17, 2026