

TO: Board of Directors, Chairs & Vice Chairs

FROM: Janice Peters, 2019 Secretary/Treasurer & Kimberly Hopkins, Executive Director

DATE: January 4, 2019

RE: Policy Re: Payables incurred on behalf of CREW Dallas or CREW in the Community

The purpose of this memo is to help everyone understand the procedures in place for incurring and paying bills on behalf of CREW Dallas or CREW in the Community.

Contracting:

- When purchasing any services or products, the correct entities are as follows:
 - If for CREW Dallas, use **CREW: COMMERCIAL REAL ESTATE WOMEN, INC.**
 - If for CREW in the Community, use **CREW CLASSIC, INC.**

Please do not contract in a person's name. The initiating person can add their name and address as "contact" or "ship to" if desired.

- The only people able to sign contracts are the members of the Executive Committee which consists of the President, Past President, President Elect and Treasurer (**Directors and/or Chairs are not authorized to bind the chapter**).
- Notwithstanding the above, purchase orders or invoices for small items not requiring a contract (such as a lunch order from Corner Bakery) can be signed by Chairs or Directors.
- Please **NOTE:** Per the bylaws, any expenditure which exceeds \$1,000 and isn't budgeted OR exceeds the budgeted amount by greater than 10% for that particular item must be authorized and approved by the Board **in advance**. You will need to notify your Director and Executive Director **prior** to finalizing plans for any event and they will obtain the necessary board approval.
- Another **VERY IMPORTANT NOTE:** If you are purchasing something on behalf of CREW in the Community, this is a tax-exempt organization and thus we are not required to pay taxes on purchases. The member making the purchase should present the vendor with our tax-exempt certificate (will be emailed). If the member pays taxes as part of their purchase, the chapter **CAN NOT** repay them for those taxes. Therefore, the member will be out that amount of money.

Check Requests:

- Ideally, it is preferred that all major expenses be paid directly by the Executive Director or Treasurer, versus member reimbursement. With advanced planning and coordination (and if allowed by the vendor), the Executive Director is able to provide credit card payment by phone for those costs that need to be paid faster than by mailing checks. This will help to speed up the payment process by eliminating the need for review/approval of expense reports, provides a more accurate reflection of when expenses are incurred for forecasting/budgeting purposes and overall helps to protect the member/chapter relationship.

- The check request form will be sent via email. An account code is required before any check request will be processed (regardless of whether or not this is an invoice to be paid or a reimbursement check to a member). For ease, the chart of accounts for each organization is now embedded in the form. The budget should be consulted to ensure coding is corresponding to where budgeted.
- The person initiating the check request should fill out all blanks and drop-down boxes and forward to their Chair for approval. The Chair, after checking for accuracy will approve and forward to the Director. The Director has final review and should insure all items are present before forwarding to the Executive Director and Treasurer for payment. Incomplete or incorrect check request forms will be returned to the Director, thus delaying payment.
- When filling out the request form, be certain to input the correct Department on the top (Administrative, Sponsorship, Membership, etc.). This is very important because some accounts (such as supplies) can possibly be used by various departments and needs to be accounted for separately. There is also a comment section at the bottom for further clarification if necessary.
- If you are using a new vendor, we will need their tax ID numbers (W-9) before they can be entered and paid. Vendors who are incorporated (Office Depot, Corner Bakery, etc.) are exempt from this rule. If you are unsure if a vendor is new or not, check with the Administrator or Treasurer. No exceptions can be made to this rule for tax purposes.
- Checks are paid twice per month. Please be sure all vendors have the proper understanding of timing of payment and **plan ahead**. Additionally, checks are cut electronically from our bank and therefore will go directly to the vendor or member that is the payee.
- It is possible for the Treasurer to cut a manual check for urgent chapter business. However, please do your best to use this sparingly and make arrangements well in advance in case someone is out of town. In the event you need a manual check, the above policies for check requests are still applicable.

Budget/Chart of Accounts:

- Once finalized and approved by the respective Boards, the 2019 final budget will be circulated to the Directors and Chairs for their use and reference throughout the year.
- Each department has its own tab (or sub-budget). Each month the Directors will be asked to explain any significant variances to the Board, so be aware of where something was budgeted when coding the expense for payment.
- The Chart of Accounts has a description line with examples of what goes in each category in order to simplify the process.