

LINDEN HILLS NEIGHBORHOOD COUNCIL

Policies and Procedures

Section 1: RESPONSIBILITIES

- I. The Finance Committee shall:
 - a. Mediate the grant application process by:
 - i. Considering, in a timely manner, all grant applications made to LHiNC.
 - ii. Presenting recommendations to LHiNC within three months of receiving the application.
 - iii. Maintaining a summary of all grant applications, granted or otherwise.
 - iv. Following the approved grant policies and guidelines.
 - b. Be responsible for the selection of the LHiNC bookkeeper
 - c. Develop an annual budget for the use of LHiNC and NRP monies
- II. Hiring a bookkeeper
 - a. The Bookkeeper shall follow all aspects of the agreed upon contract.
 - b. The Finance Committee shall nominate candidates for bookkeeper.
 - i. The Finance Committee shall consider at least the following criteria in nominating a bookkeeper:
 - familiarity with LHiNC and its finances
 - monthly stipend
 - financial aptitude
 - ii. The Board must approve a bookkeeper candidate by majority vote.
 - iii. Changes to the bookkeeper's stipend must be approved by the LHiNC Board.
 - iv. The Finance Committee may fill vacancies on a month-to-month basis, if necessary. Bookkeepers may serve in this fashion for one month or until the next LHiNC Board meeting, whichever is sooner. No changes may be made to the monthly stipend to fill short-term vacancies.

Section 2: POLICIES

- I. Grants
 - a. Grant applications shall be reviewed by the Finance Committee.
 - b. Grant applications will be reviewed twice annually unless expressly expedited by the Board.
 - c. Recommendations will be made to the Board at the May and October meetings.
 - d. Restrictions:
 - i. Grants may *not* be used for planning, operating, or capital expenditures.
 - ii. Grants may *not* be used to promote religious or partisan political purposes.

Definition:

Grants shall include: all requests for payment from non-LHiNC organizations and all reimbursement requests for outside organizations or persons. Ex// if the money is *not* spent for LHiNC or LHiNC-run activities, it is a grant. Non-example// Money spent on the new Board retreat and annual Festival is *not* grant money.

II. Funds

- a. All expenditures of LHiNC and NRP funds must have approval of the Board.
 - i. The Treasurer may pay budgeted or operating expenses without a Board vote.
 - ii. All new expenses should be reviewed by the Finance Committee and face a full Board vote.
 - iii. New expenses for \$20 or less may be paid by Treasurer with Board Chair approval.
- b. The authorized signers of LHiNC Board and LHiNC NRP checks are the Board Officers.
- c. The Board must authorize (through a formal motion) the new check signers at the first monthly meeting following the elections.
- d. LHiNC must designate its bank at the first meeting after an election.

III. Mail

- a. The Board Co-Chairs shall designate the person(s) responsible for opening the mail of the organization.
- b. All checks or cash received by mail must be recorded on a receipts journal by the person responsible for opening the mail.
- c. Checks must be immediately stamped “for deposit only.”
- d. The details of the receipt journal shall include the check number, origin of funds (organization or municipality), the date of the check, and the amount.
- e. The receipts journal should be submitted with the monthly report.

IV. Checks

- a. Checks may be cut by the LHiNC Treasurer or the LHiNC Bookkeeper
- b. All checks shall be signed by two LHiNC Officers (no person shall sign a check made out to them).
- c. Checks for reimbursement may only be paid if the payee submits a receipt for services or merchandise purchased.
 - i. Reimbursement requests must be made in a timely fashion. Requests for reimbursement beyond 60 days from the date of purchase must be submitted along with a brief letter summarizing the reason for the delay to the Finance Committee for review and approval.
 - ii. Reimbursements without receipt or invoice *and* less than \$20 may be paid with the approval of the Finance Committee.
- d. Checks must be cashed within 90 days of being issued and the time limit must be clearly delineated on the check. Checks that are not cashed within this time period are void and will not be reissued.

- V. Prohibitions
- a. No check shall be made out to “cash.” If cash is required for LHiNC business, the check shall be made out to the expressly designated person, who shall hold the responsibility for reimbursing LHiNC, if necessary.
 - b. No personal checks may be cashed with LHiNC or NRP monies.
 - c. No checks lacking either designee or amount shall be signed by any authorized Board member.
- VI. Sales Tax
- a. LHiNC is a 501 (c) 3 nonprofit and is exempt from paying sales taxes. All purchases for the LHiNC Board should be made using the sales tax exemption form.
 - b. The Treasurer shall inform all Board members of the LHiNC Board sales tax policy, exempt status, and location of exemption forms no later than the second Board meeting following elections.
 - c. Reimbursement for sales taxes in excess of \$20 must be approved by the Finance Committee.
- VII. Evaluation
- Upon completion of a project or fundraiser, there will be an evaluation of it and all involved parties will be invited to participate.
- VIII. Open Meetings
- All meetings involving LHiNC business of the LHiNC Board, its Board members, committees, task forces, and subcommittees, shall include reasonable notice and be open to anyone expressing an interest in the subject or involvement with the group. The only circumstances when such meetings can be closed are when addressing a personnel matter, paid or volunteer, or legal matter.
- IX. Vacancies
- a. When filling a LHiNC Board vacancy by appointment, the Chair/Co-Chair will promptly notify the Outreach Committee and the Board members of the vacancy.
 - b. The Outreach Committee will be responsible for:
 - i. Canvassing Board members for their recommendations of residents to fill the vacancy.
 - ii. Ensuring reasonable public notice is provided regarding the vacancy (including notice at the Park Building, the Linden Hills Library, the Linden Hills website and additional notice in the Linden Hills Newsletter and the Southwest Journal when it will not delay the appointment or distribution of the newsletter).
 - iii. Seeking additional applicants for the vacant position if needed.
- X. Capitalization
- a. LHiNC will treat items having an initial purchase price or value of \$500 or more AND equipment of any value purchased with NRP dollars as fixed assets of the organization. A Fixed Asset Log will be maintained that contains the following information on these items:

- i. Invoice/Receipt of Payment
 - ii. Description of Item
 - iii. Purchase date
 - iv. Serial number (where applicable)
 - v. Make and Model # (where applicable)
- b. The value of these assets will be depreciated at a rate of 25% per year. The Fixed Asset Log will be maintained by the LHiNC Coordinator.

XI. Appeals

- a. To appeal a decision of the Treasurer or Finance Committee, the issue must first be taken to the Committee.
 - i. If the decision is still unsatisfactory, it may be taken to a LHiNC Co-Chair.
 - ii. The ultimate arbiter of all disputes in LHiNC matters is the LHiNC Board.

Section 3: PROCEDURES

XII. Approved LHiNC or NRP funds

- a. Invoices or receipts are submitted to the Treasurer with a Request for Payment form.
- b. The Treasurer shall complete the necessary sections of the Form, sign to approve the payment and the specific program and account for the funds.
- c. The Form and Invoice are given to the bookkeeper to have the check cut.
- d. The Treasurer and one other Board Officer signs the checks.
- e. A LHiNC Board Member or the Bookkeeper may mail or deliver the checks to their intended recipients.

XIII. Contracted NRP funds

- a. The Coordinator completes a Request for Payment form and signs to approve the specific program and account for the funds.
- b. The Treasurer approves the payment by signing the Form.
- c. The Form and Invoice are given to the bookkeeper to have the check cut.
- d. The Treasurer and one other Board Officer signs the checks.
- e. A LHiNC Board Member or the Bookkeeper may mail or deliver the checks to their intended recipients.

Section 4: PERSONNEL

I. Maintenance of Employee Personnel Files

Employee personnel files are maintained by the Chair or designated Co-Chair of the LHiNC Board, and are passed to new chairs in the first month following each election and/or selection of new officers.

- II. Vacation:
 - a. Staff receives the equivalent of one week of paid vacation per year based on the number of hours per week approved in the job description.
 - b. Staff is eligible for vacation after 6 months continuous employment.
 - c. Vacation will be granted in a lump sum after the first 6 months of employment, and then accrue annually on the anniversary of date of employment.
 - d. Any unused vacation time will carryover for one year. A maximum of two weeks vacation may be accrued.
 - e. If employee's weekly hours are reduced, already accrued vacation time is unaffected. Reduced vacation time will begin in the next year.
- III. Yearly evaluation policy:
 - a. All staff shall be evaluated at least once per year.
 - b. The evaluation will include feedback from all members of the board.
 - c. The evaluation session will be conducted by the Chair & Vice-Chair or Co-Chairs, but may include any other interested member of the board as well.
 - d. Staff will receive a written summary of the evaluation within a month of the evaluation.
 - e. A copy of the evaluation summary will be kept in the employee's personnel file.
- IV. Hiring
 - a. Job openings will first be announced to the LHiNC Board and then referred to an ad hoc personnel committee for advertisement, solicitation of applications, interview and selection of employee. Final approval of any new employee must be approved by the Board at a regular meeting.
 - b. Advertising: Notice of job openings will be placed in at least one issue of the neighborhood newsletter and The Southwest Journal and posted at the Linden Hills and Linden Hills Park building for a period of one month. Notice of opening will also be sent via e-mail to other neighborhood organizations and to NRP offices.
 - c. The job description and pay range will be approved by the Board prior to interviewing any applicants.
- V. Job description
 - a. LHiNC/NRP Implementation Coordinator: See Attachment A
 - b. Changes to any job description should be approved by the LHiNC Board.
- VI. Discrimination/Grievance Policy
 - a. LHiNC does not discriminate in employment or any other of its activities based on race, religion, ethnicity, age, gender, or sexual orientation.
 - b. Any formal claim of discrimination or other grievance regarding employment may be brought to the board under the Grievance Policy described in the Articles of Incorporation.
- VII. Payroll
 - a. Employees will submit timesheets every two weeks for signature by the Chair or Co-Chair and be paid within 10 days of submitting the timesheet.