SE Uplift Advocacy Policy

Policy Overview
SE Uplift works closely with the 20 coalition neighborhoods to effectively address issues of concern at the neighborhood, coalition and citywide levels. SE Uplift uses its resources and access to decision-makers to amplify the voice of the neighborhoods, and to influence policy, funding and outcomes. The advocacy program is responsive to the neighborhoods’ immediate issues, while also working to bring about long-term change.

Process
SE Uplift uses the following vetting process to identify and address advocacy issues:

Step 1: All requests for action must be submitted in writing using the advocacy request form (see attached) at least ten (10) days prior to the SE Uplift board meeting (1st Monday of the month) in order to be considered for inclusion on that month’s agenda.

Step 2: SE Uplift prefers the involvement of at least one neighborhood association board before responding to a request for action. Priority will be given to actions requested by neighborhood association boards.

Step 3: All requests will be reviewed by the SE Uplift Executive Committee, which will use the advocacy process matrix (see attached) to determine the next steps.

Step 4: Neighbors and groups will be invited to give a presentation in front of the appropriate committee/board or they will be directed to other organizations and resources.

Step 5: A committee/board discussion and/or vote will determine what, if any, actions SE Uplift will take.

SE Uplift reserves the right to not take action. Reasons for this may include:

- There is another group better equipped and situated to address the issue;
- There is not enough evidence of visible neighborhood or community support;
- There are not adequate resources available to address the request;
- The request falls outside the organization’s mission and values;
- There is not adequate time for the request to be heard or requested actions to be taken.
- Longer term advocacy issues will be identified through an annual survey of neighborhood association board members, the SE Uplift board and staff.

Process Objectives
The process above is posted on the organization’s website. Its purpose is:

- To provide a clear and transparent process that SE Uplift staff and board members can follow when asked to support neighborhood efforts;
- To provide individuals and neighborhoods with clear instructions about how to approach SE Uplift with requests, including information about deadlines to have an issue heard at a committee meeting and possible SE Uplift actions;
- To provide a mechanism for identifying longer-term coalition advocacy issues.
SE Uplift Board Advocacy Request Form

**Instructions:** Please complete the required information below. You may attach additional background and supporting materials. **Completed forms and materials should be sent to seulxcomm@googlegroups.com.** Please note that all materials must be received at least 10 days prior to the SE Uplift board meeting (1st Monday of the month) in order to be considered for inclusion on that month’s agenda. If you have additional questions, please contact SE Uplift’s Executive Director Molly Mayo at molly@seuplift.org or 503-232-0010 ext. 311

<table>
<thead>
<tr>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>Phone/Email/Address</td>
</tr>
<tr>
<td>Organization Affiliation (if applicable)</td>
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</tbody>
</table>

Please provide a brief description of your issues/concerns (250 word limit)

| Have you contacted any neighborhood associations? If yes, have they taken any actions? |
| What other steps have you taken to address your issues/concerns? |
| What actions would you like SE Uplift to take? (Please be as specific as possible) |
| Is there a deadline for requested action to be taken? If yes, please list the date and time. |

| Additional information |
# SE Uplift Board Advocacy Review Matrix

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Examples</th>
<th>Process</th>
<th>Deadlines</th>
<th>Examples of Possible SEUL Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site or Neighborhood Specific</td>
<td>Land use reviews</td>
<td>1. Action received by SEUL Exec Committee (via issue form)</td>
<td>Issue form must be received 10 days prior to LUST meeting</td>
<td>- Technical and advocacy assistance</td>
</tr>
<tr>
<td></td>
<td>Crosswalk at an intersection</td>
<td>2. Exec Committee can forward request to Land Use &amp; Transportation committee (preference given to action approved by NA board) for general discussion and support.</td>
<td></td>
<td>- Connect w/ other advocacy groups</td>
</tr>
<tr>
<td>Multiple Neighborhoods</td>
<td>Coal trains</td>
<td>1. Action received by SEUL Exec Committee (via issue form)</td>
<td>Issue form must be received 10 days prior to Board meeting</td>
<td>- Letter of support from SEUL board</td>
</tr>
<tr>
<td></td>
<td>Apts. w/ no parking</td>
<td>2. Exec Committee considers for Board agenda. Preference given to requests approved by all affected neighborhood associations and/or the Land Use and Transportation committee.</td>
<td></td>
<td>- Technical and advocacy assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Connect w/ other advocacy groups &amp; coalitions</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- Facilitate mediations</td>
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<tr>
<td>Long-term</td>
<td>Pedestrian safety</td>
<td>1. List of potential advocacy focus areas identified through annual survey of NA boards, input staff collects from NAs throughout the year, or Board retreat.</td>
<td>Annual survey or board retreat conducted in the spring.</td>
<td>- Community forums, workshops, trainings, and publicity events</td>
</tr>
<tr>
<td></td>
<td>Affordable Housing</td>
<td>2. SEUL board votes on 2-3 focus areas for the board to work on for the coming year with staff support.</td>
<td></td>
<td>- Meetings with city staff and elected officials</td>
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<tr>
<td></td>
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<td>- Development of toolkits</td>
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<td>- Partnerships w/ other advocacy groups</td>
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<td></td>
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<td></td>
<td></td>
<td>- Developing and advocating policy alternatives</td>
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</tbody>
</table>
Policy Title: Board Member Communications – When Speaking as/for the Board

Approved On: Monday, January 5, 2015

Overview: This policy has been created to support an effective, responsive and transparent communication process. Communications issued by SE Uplift - regardless of who is the signatory of such communication - represent the SE Uplift Board as a whole in terms of policy and character, so it is important that reasonable protocols be followed.

1. The official spokespersons for the board are the Executive Director (ED), the Board President and any board member or staff person delegated by the board or ED to speak on a particular issue/subject area.

2. The ED, the Board President and/or any designated board member or staff person who represents SE Uplift in any communications with the public and/or media will ensure all communications from SE Uplift represent actions/policy directions or advocacy positions taken by the board and documented by the board minutes.

3. When Board Members, Staff and/or the ED exercise their first amendment free speech rights and speak on issues as individuals, they will make it clear that is what they are doing, and that they do not speak for SE Uplift at that time.

4. When the board assigns the ED, a board member, or a staff person to handle written communications for a specific issue, that individual will submit draft letters/press releases/memos to the ED and the Executive Committee for approval before they are sent out – unless time constraints make that unreasonable, in which case the ED and/or the President/Vice President will authorize distribution – if the author of the communication is the ED, President or Vice President they will get authorization from at least one other on this list.

5. All final authorized communications shall be sent out from SE Uplift. Copies of all official board correspondence shall be maintained by SE Uplift and are available for public inspection at any time.

6. This policy should be reviewed by the Board for relevance and content and amended, as necessary at least every two years.

7. First violation of this policy will result in a warning and review of the rules with the individual. Second violation is grounds for removal from the board or termination of employment for a staff person.
I. Statement of Purpose
SE Uplift’s bylaws allow for non-neighborhood association representative roles on its board to further the organization’s ability to fulfill its mission by accessing community volunteers with backgrounds, skills, and interests not currently well-represented on the SE Uplift Board and within Portland’s neighborhood association system as a whole. In order to promote the spirit of the Portland neighborhood system’s values of openness and transparency, this policy clarifies and attempts to more narrowly define the role of non-neighborhood association representative positions on the SE Uplift Board, the requirements for service, the criteria by which applicants shall be considered and evaluated, and the election process for interested parties. This policy augments the procedures required by SE Uplift’s Bylaws.

II. Positions
According to SE Uplift bylaws, the board may include the following roles in addition to neighborhood association representatives:

A: Up to two (2) directors from SE Uplift-area business associations
B: Up to five (5) directors from SE Uplift-area community organizations, other than neighborhood associations, such as nonprofits, businesses, or public agencies
C: Up to five (5) directors as at-large members with special expertise or interest

III. Eligibility
To be eligible to be a candidate for a non-neighborhood association representative board position, a person must be dedicated to upholding the values, mission, and vision of SE Uplift; submit a written candidate form as outlined in Section V. of this document; and be able to attend monthly board meetings.

The following eligibility requirements apply to the specific positions.

A: Directors from SE Uplift-area business associations
   a: Must be nominated by a SE Uplift-area business association.
B: Directors from SE Uplift-area community organizations
   b: Must be nominated by a SE Uplift-area community organization
C: At-large directors
   a: Must reside, own real property, or own a business within SE Uplift’s defined boundaries.
   b: Must have special expertise or interest.
       1. For the purpose of this policy, a special expertise or interest is defined as having a background, expertise, or interest that is demonstratively beyond the boundaries of a single neighborhood and is not currently well represented on the SE Uplift Board or within the neighborhood association system as a whole.

This policy further requires the board to limit eligibility so that there shall be no more than one (1) currently serving neighborhood association board member from each neighborhood within the coalition boundaries serving in an at-large, business association, or community organization position.
IV. Terms
Terms of office for all non-neighborhood association representative board members shall be one year, aligned with the SE Uplift fiscal year beginning July 1 and ending June 30. Non-neighborhood association representative board members may be elected to additional terms but must reapply each year.

V. Nomination Process
Candidates for business association and community association representatives shall be nominated by their respective organizations. Candidates for at-large positions may be nominated by current SE Uplift Board members or through self-nomination. All candidates shall submit a candidate nomination form that includes contact and demographic information, eligibility verification, relevant qualifications and/or personal statements.

To ensure that candidates represent diverse stakeholders, the Membership Committee, as defined in Section VI., with the support of SE Uplift staff, shall issue an open call for nomination no less than 20 days before the board election through all appropriate delivery vehicles, including but not limited to, the SE Uplift website and newsletter.

VI. Membership Committee
An Ad-hoc Membership Committee shall be appointed by the SE Uplift Board to review and recommend candidates for non-neighborhood association representative board positions. The Membership Committee shall be composed of 3 to 5 current board members currently serving as neighborhood association representatives. The committee shall include the Chair, up to one additional Executive Committee member, and up to 4 additional board members not on the Executive Committee. Members of the Membership Committee shall not be candidates for non-neighborhood association representative board positions.

The Membership Committee is responsible for recruiting candidates through direct outreach to relevant organizations, evaluating applications, and making a recommendation of up to two (2) candidates from business association, up to five (5) candidates from community organizations, and up to five (5) at-large candidates for full board consideration at the July meeting.

The Membership Committee shall only recommend candidates that meet the eligibility requirements outlined in this document. In determining which candidates to recommend for non-neighborhood association representative board positions, the Membership Committee shall consider, in addition to the minimum qualifications defined in Section III, the following:

- Current board composition and organizational needs;
- Diversity, including but not limited to geography, gender, ethnicity, race, age, and income;
- How a candidate's service would advance the mission of SE Uplift; and
- Specific skills, including but not limited to finance, diversity awareness, marketing, facilitation, and leadership development.

VII. Election Process
Elections shall be by secret written ballot. Each candidate must receive a majority of votes of directors present to be elected.

X. Vacancies
For vacancies, the SE Uplift Board may appoint or reappoint a Membership Committee, as defined in Section VI, to issue an open call for nominations. The Membership Committee shall follow the same processes and procedures outlined in this document.

XI. Implementation
Non-neighborhood association representative board members elected in 2014 or 2015 under the previous Bylaws for a term of two (2) years may remain on the board until the conclusion of their elected terms. Non-neighborhood association representative board members may be elected to additional terms but must reapply following the procedures outlined in this document.
Land Use and Transportation Committee Charter

Purpose

The purpose of the SE Uplift (SEU) Land Use and Transportation Committee (LUTC) is primarily to provide a forum for community members and neighborhood associations to discuss, share information, research, infer, and take action on land use and transportation issues that impact livability within the coalition boundaries.

Secondary purposes include:

- Provide a forum for building connections and developing volunteer’s leadership skills within, and across, neighborhood associations.
- Utilize committee’s land use and transportation expertise to inform actions taken by the Board.

Principles

The LUTC operates under the following principles:

- We commit to a free and open exchange of information and opinions.
- We value inclusiveness and strive for participation from neighborhoods and other stakeholders within the coalition district.
- We commit to working on Land Use and Transportation issues.
- We are open to self-assessment and course correction.
- We commit to preparing and providing an engaging and inclusive forum between neighborhoods, neighbors and other organizations within the coalition district.
- We value deliberation and our responsibility to acknowledge underrepresented opinions.
- We commit to sharing the most accurate and current information possible at our meetings.
- We value sharing information with other groups, including underrepresented groups, in the coalition area and being transparent.
- We value cultivating leadership among committee members.
Scope/Functions

Activities that are within the scope of the LUTC include:

- The LUTC serves neighborhoods associations, individuals, and other organizations within the SE Uplift district on land use and transportation-related issues.
- Address housing issues through zoning codes, comprehensive plan, and residential infill.
- Educate community members about LUTC issues via guest presentations
- Debate and vet concepts for future development
- Assist neighborhood Associations in the development of Neighborhood Land Use and transportation issues and decisions.
- Provide forum to problem-solve/workshop ideas and opportunities.
- Give advice and guidance on specific issues.
- Develop and offer issue-specific expertise to inform actions taken by the Board.*
- Share information, and provide technical assistance, build connections and
- Share information and builds connections and relationships between volunteers within, and across, neighborhood associations.
- Facilitate issue-specific ad hoc workgroups designated by the Board.
- Educate community members about issues via guest presenters
- Evaluates and discusses policies, plans, and actions that affect, or may affect, livability.
- Assist with the development of neighborhood land use and transportation policies, plans, and procedures.
- Ensures neighborhood concerns, including concerns from underrepresented groups, are reflected and incorporated in the land use and transportation decisions and policy-making process.

Authority

This Committee is established per Article VII of the updated bylaws of the SE Uplift Neighborhood Program, Inc (updated 4/4/2016), and includes the following provisions:

- Community committees are advisory to the SE Uplift Board of Directors.
- Must abide by the committee charge, Oregon Statues, and ONI Standards relative to public meetings and public records.
Membership, Roles & Responsibilities

**Neighborhood Representative:** Voting members include representatives appointed by a neighborhood association. Often times two or more individuals may share this role, but the neighborhood has one vote in total and may determine among themselves who will take a vote when the opportunities arises.

Neighborhood representatives roles and responsibilities include:

- Vote when necessary
- Make a best faith effort to address neighborhood interests and concerns (be a voice for your neighborhood) and not just individual interest.
- Be prepared to participate in the conversation as appropriate.
- Take responsibly for seeking guidance and clarification during conversations.
- Convene ad hoc groups to accomplish work.
- Be a two-way conduit for pertinent information between SE Uplift and your NA. As part of that, make topic suggestions/proposals relevant to your neighborhoods interests or concerns, provide updates, and help the LUTC deliver on an agenda that meets all neighborhood needs and priorities.
- Share LU/T highlights, ongoing plans, issues, controversies with respective NAs.
- Share expertise
- Be respectful and collaborate with others as appropriate.

The LUTC is also an open meeting that welcomes other active residents, businesses, and community organizations. Other participants’ roles is to:

- Listen, learn, observe
- Take responsibly for seeking guidance and clarification during conversations.
- Engage in meetings as you feel comfortable: Share expertise, ideas, solutions, ask questions.
- Be transparent about information being shared: Is it opinion, evidence-based, is the position of the individual, an organization or other?

All participants are expected to:

- Be respectful and courteous to all participants.

Neighborhood Planning Program Manager is the meeting organizer and facilitator, their role includes:
• Agenda development, equipment and room preparation; welcome participants, facilitate meeting; note major decisions or actions taken by committee.

• Listen, learn, observe

• Ensure the meeting is an inclusive and welcoming forum for long standing participants and new participants with varying levels of land use expertise.

• Ensure everyone is respectful and courteous to all participants.

• Ensure the LUTC operates within the terms of this Charter.

Deliverables/Outputs

LUTC Outputs include:

• Information sharing and resource distribution across neighborhoods

• Recommendations to SE Uplift Board

• Monthly meeting summary and updates

Other outputs may include:

• Advocacy plans

• Research findings/summaries

• Reports

• critical path agendas that respond to deadlines for formal recommendations

• impact of formal recommendations on renters and other traditionally underrepresented groups, renters and other traditionally underrepresented individuals participating in the Committee

• Letters

• Committee priorities/ speaker lists

Relationship to Other Governance Groups

The LUTC interacts with a variety of groups differently. See below to better understand the scope and role of the LUTC.

SE Uplift Board

“Whenever possible significant land use and transportation items brought before the SE Uplift Board should first be reviewed by the SE Uplift Land Use and Transportation Committee.
Utilizing the expertise of SE Uplift LUTC neighborhood representatives honors their role and supports the importance and success of this committee. ~ Statement passed May by SEUL Board

- The LUTC provides expertise and recommendations at the request of the SE Uplift Board or at their own discretion.
- LUTC provides unbiased reports to SE Uplift Board after each meeting and majority and minority opinions.

Neighborhood Association Boards

- Representatives share information and resources between the LUTC and their neighborhood association.
- Representatives may bring questions or concerns from their Neighborhood Association to be discussed/resolved by LUTC.
- Representatives network with other representatives, may align common interests and priorities and form collaborations between neighborhoods working on similar issues.

Other

- Currently the LUTC does not actively engage with other groups in the coalition area, but with changes in staff and interest from the group this is anticipated to change.

Meeting/Meeting Support

LUTC meetings will be the 3rd Monday of each month from 7pm to 9pm. Meetings are typically held at SE Uplift office, but may be located in others areas of the coalition district.

Charter Review, Modification and/or Sunset

- Review and modify at 6 months then annually
- No identified sunset
SE Uplift Neighborhood Coalition

Statement of Intent: SE Uplift’s Land Use and Transportation Committee
Approved On: Monday, May 2, 2016

Whenever possible significant land use and transportation items brought before the SE Uplift Board should first be reviewed by the SE Uplift Land Use and Transportation Committee. Utilizing the expertise of SE Uplift LUTC neighborhood representatives honors their role and supports the importance and success of this committee.
I. Purpose of the Manual

This manual outlines the financial management policies of SE Uplift, an Oregon nonprofit corporation with 501-c-3 federal tax-exempt status. Any changes to these policies must be approved by the Executive Committee on behalf of the Board of Directors.

II. Fiscal Management Policies

A. SE Uplift follows GAAP (Generally Accepted Accounting Principles) for nonprofit voluntary health and welfare organizations.

B. Accrual Accounting: SE Uplift utilizes the accrual basis of accounting in which revenues are recorded in the period in which they were earned and expenses are recorded in the period in which they were incurred, regardless of when cash is received or disbursed. Income from restricted grants and donations is recorded in the period in which the restrictions have been met through proper expenditure of the funds and/or the required services have been provided.

C. Deferred Revenue: SE Uplift records deferred revenue when restricted funds are received in advance of the provision of the services or incurring of expenses for which the funds are provided.

D. Equipment, Furnishings, and Real Property: SE Uplift records equipment with a useful life of more than one year and cost of more than $1,500 as an asset. Equipment with a useful life under one year or a cost of $1,500 or less is recorded as a supply expense.

Depreciation expense and an allowance for depreciation are recorded for all equipment, furnishing, and real property owned by SE Uplift.

E. Donated Materials, Equipment and Services: SE Uplift maintains a record of donated materials, equipment and in-kind services.

F. Cost Allocation: Upon receiving additional major program funding and/or grants SE Uplift will develop a written cost allocation plan to fairly allocate shared costs.

G. Restricted Funds: Gifts from donors or grantors who restrict the use of funds are recorded as restricted gifts. The use of restricted gifts is linked to the purpose specified by the donor/grantor. Separate bank accounts are not required for each restricted funding source.
H. Fiscal Sponsorship Relationships: In accordance with its Fiscal Sponsorship Policies, SE Uplift may enter into agreements to provide fiscal sponsorship services for neighborhood associations and other groups within its service area for specific projects and activities. As Fiscal Sponsor, SE Uplift retains ultimate control over funds it receives on behalf of neighborhood associations or other groups. SE Uplift is responsible for assuring that all expenditures and activities comply with the requirements of the funders.

I. General Ledger: SE Uplift shall maintain a complete double-entry General Ledger reflecting the complete chart of accounts and segregating costs by function and by restricted funding source requirements.

J. Budget: The Board of Directors shall adopt a comprehensive organization-wide budget for each fiscal year. The budget shall reflect all anticipated revenues from all sources and all anticipated expenses. Board adoption of the budget shall constitute authorization for staff to incur the budgeted expenses. Unanticipated and/or emergency expenses in excess of 5% of the total approved budget need approval by the Executive Committee or Finance Committee.

K. Financial Statements/Reports: The Board of Directors will review financial statements at least quarterly, including a statement of financial activities and a statement of financial position.

L. The Board of Directors may select an independent CPA to conduct a bi-annual audit of all funds of SE Uplift. The auditor shall present the results of the audit to the Board or a designated Board committee.

III. FISCAL PROCEDURES AND PRACTICES

A. Division of Duties

1. To assure accuracy and appropriate internal control, SE Uplift fiscal procedures and practices are divided among the Executive Director, three designated staff members an outside bookkeeper, and the Treasurer of the Board of Directors. The Executive Director has overall responsibility for financial management, and the Board of Directors is responsible for oversight.

B. Purchases and Disbursement:

1. Purchases: The Executive Director or designee have authorization to purchase all materials, supplies, services and equipment as allocated in the board approved budget. Staff must get pre-authorization for purchases from the Executive Director or designee. Upon approval, staff must submit a check request form for vendor payment or be reimbursed for out-of-pocket expenses by submitting a reimbursement form. Debit purchases may be approved.
Processing Invoices: All invoices from outside vendors will be coded by staff and authorized by the Executive Director or a second designated staff person prior to check preparation.

2. Check Preparation:

3. The Administrator enters payments in to the accounting software and provides a document listing the payment details to a second staffer along with supporting documents.

4. Upon approval by this second staff member, the Administrator requests checks, by number, from a third designated staff person. Checks are kept in a secured location within this third staff person’s office.

   At this time, the Administrator and prepares manual checks and provides them to the Executive Director for signature, after which they are mailed by the Administrator.

5. Check Signatures: The Executive Director, Board Chair and other persons authorized by the Board have authority to sign checks. Checks over $500 require two signatures.

C. Receipt and Deposits of Checks:

1. Receipt of Checks: The designated staff person opens the mail, enters check receipts on the check log, prepares for deposit and passes checks to the bank. While checks are on the SE Uplift premises, they are stored in a secure, locked location in the Administrator’s office.

2. Review of Deposits: The Executive Director reviews the deposit against the check log and initials it.

3. Bank Deposits: The designated staff person deposits all funds into SE Uplift’s bank account in a timely manner. The carbon copy of the deposit slip, bank receipt along with copies of checks will be filed with the monthly bank statement at the CPA office.

4. Billings and Fiscal Reports to Funders: All financial reports to funders are prepared directly from the General Ledger of SE Uplift by the bookkeeper. Staff responsible for the supervision of the grant/contract-funded activities will prepare all required narrative portions of reports.
D. Payroll:

1. Pay Periods: SE Uplift utilizes a bi-monthly pay period. Payroll dates are the closest business day to the 15th and the last day of each month.

2. Processing of Bi-Monthly Timesheets:
   
a. Employees are responsible for recording their daily hours worked on bi-monthly timesheets. The employee signs the time sheet and gives it to the Executive Director for authorization.
   
b. The designated staff person reports hours to the contract payroll company.

3. Payroll Service: The Executive Director reviews and authorizes staff timesheets. The payroll service contacts the designated staff person two business days prior to each pay date. The contract payroll company runs the bi-monthly payroll using direct deposit.

4. Payroll Tax Deposits: The contract payroll company computes all federal and state payroll tax deposit requirements and unemployment and workers’ compensation amounts. With each bi-monthly payroll listing, the contract payroll company electronically deposits all required taxes.

5. Payroll Records: The contract payroll company supplies an electronic payroll record for each pay period and copies of all payroll tax reports electronically.

D. Financial Records and Statements

1. The bookkeeper manages the general ledger, bank accounts and all financial transactions. The Executive Director or designee monitors these transactions for accuracy, including alerting the bookkeeper of potential errors. The bookkeeper prepares adjustments to correct errors.

2. The Executive Director and Treasurer have primary responsibility for monitoring the financial statements, including alerting the Board to financial choices or problems.

3. The Executive Director is responsible for assuring overall compliance with grant and contract agreements.

E. Filing and Backup System

1. The bookkeeper is responsible for maintaining vendor and monthly financial files on site, and maintaining backup files offsite.
F. Bank Reconciliation

1. The Treasurer accesses bank statements and reviews checks online via the bank’s online system. The bookkeeper reconciles the bank statements and develops a reconciliation report. Once the contract CPA reviews the reconciliation report, the bookkeeper files the report electronically.