



PO Box 18187  
Portland ME 04112



(207) 622-0256



[info@DemocracyMaine.org](mailto:info@DemocracyMaine.org)

## FINANCIAL MANAGEMENT POLICY

01/27/2024 — Readopted by Democracy Maine and LWVME

This policy applies to the following organizations: Democracy Maine and the League of Women Voters of Maine

The organization's financial affairs are managed to ensure integrity, coverage, and continuity.

**Obligating the Organization:** The Executive Director must obtain Board approval before obligating the organization in any amount greater than \$2,500 or for any obligation greater than \$1,000 that deviates from the annual budget line item by more than ten percent.

**Executive Director's Check Signing Authority:** The Executive Director must obtain approval of the Executive Committee of the Board before signing any check greater than \$2,500 except for recurring expenses approved in the annual budget such as rent and health insurance premiums.

**Staff Reimbursements:** Expenditures up to \$100 incurred by staff and volunteer leaders will be reimbursed without prior approval. Staff seeking to spend over \$100 must obtain approval of the Executive Director before making such an expenditure if they intend to seek reimbursement. Reimbursements to the Executive Director must be approved by a member of the Executive Committee of the Board.

**Checking Signing:** There are three authorized check signatories; the Executive Director, the Board Treasurer, and one other Board member.

**Financial Reviews:** A financial review is conducted on the organization's accounts annually at fiscal year-end.

**Financial Reports:** The organization's treasurer prepares quarterly financial reports, including a statement of cash flow for the reporting period (income and expenses) and an income statement comparing actual income & expenses to budget for the period and year to-date. On a monthly basis, the Operations Director reports to the Executive Committee any extraordinary checks written for more than \$1,000 and less than \$2,500.

**Useful Links:**

[LWVME Board Members](#)

[MCCE Board Members](#)

[Board Policies](#)