

Anti-Nepotism Policy

PURPOSE:

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism.

POLICY:

No ELPOI Board member, or any volunteer may make, participate in, or attempt to influence board appointments or other business decisions involving a relative or pressure or cause others to do so. Therefore, there can be no direct reporting or supervisory relationship between relatives, and all “employment decisions” must be made by others. If an individual is to be assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual’s progress or performance, or an individual is to be assigned to a position with the same immediate supervisor as a relative, a management plan must be devised and approved by the ELPOI board.

Diversity Policy

Under this policy, we are committed to creating and maintaining a work environment that is free from discrimination and harassment on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, or any other protected characteristic.

INTERNAL CONTROLS POLICY

1. GENERAL The board of directors is responsible for authorizing all bank accounts and check signers. Financial institutions where ELPOI accounts are maintained are notified on an annual basis of any changes in check signers, following the transition of officers or changes in staff with check signing responsibilities. Financial reports shall be presented to the board of directors for review on a quarterly basis. Applicable financial and administrative guidelines relating to specific grant funding shall be followed.

2. CASH RECEIPTS

Board members handling cash will have the necessary knowledge and skills to perform the job and will be carefully supervised. Cash receipts must be deposited within 14 days of receipt or when the deposit amount exceeds \$2,500, whichever comes first. Incoming checks must be restrictively endorsed, "for deposit only" with the organization's account number, when received. Incoming cash must be counted and receipts/bank deposits developed by two or more persons authorized to perform these functions. Records of cash received must be totaled and initialized by authorized board members. Cash collection documentation totals must be compared and reconciled to bank deposit receipts on a regular basis. Bank deposit receipts must be compared and attached to the original bank deposit slips. Adequate physical controls must be maintained over cash receipts from the time of receipt to deposit in the bank. Contributions and grants received in bank accounts electronically via Electronic Funds Transfer (EFT) will be posted to the ledger within 7 days of receipt.

3. CASH DISBURSEMENTS a. Check Authorization: The treasurer must provide approval for all disbursements. Supporting documentation must accompany checks when presented for signature. b. Checks All non-recurring disbursements must be made by check. Recurring disbursements may be set up electronically with vendors via Electronic Funds Transfer with prior ELPOI approval. Only pre-numbered checks shall be used and always in sequence. Signing of blank checks is strictly prohibited. Checks must be made payable to specific payees based upon appropriate documentation; and never to "cash" or "bearer". Prior to preparing checks, receiving reports should be compared to vendor invoices for accuracy. Checks must be prepared from vendor invoices only and not from a vendor statement. Signature stamps may never be used to sign checks. Access to blank checks must be limited to persons authorized to prepare checks. Blank check stock must be locked in a secure place when not in use. Any voided/spoiled checks must be marked "Void", shredded with the signature portion removed and retained in a secure place. c. Bank Reconciliations Bank accounts must be reconciled by the person responsible on a monthly basis and reviewed by the board. The director must receive

the bank statements, including canceled checks, etc., unopened from the bank. All check numbers must be accounted for. Checks outstanding over 90 days must be periodically investigated, with payment stopped and an entry made restoring such items to cash if appropriate.

4. TRAVEL AND EXPENSES Board members must submit a detailed expense record, with supporting documentation, in order to be reimbursed for expenses; and approval by the board prior to payment.