

NOCRA Financial Policy

The NOCRA Treasurer will:

- Use Quicken to keep NOCRA financial records.
- Deposit all checks in a timely manner into the NOCRA banking account, currently at Wells Fargo Bank.
- Email a Treasurer's report, including an income and expenses report and a balance sheet, to each Board Member at least five (5) days prior to each Board of Directors meeting.
- Give a short financial report at regular Board meetings.
- Pay all bills of NOCRA and have any check signed by at least two of the officers: President, Vice President, Secretary, and Treasurer.
- Prepare checks to NOCRA referees and have them available for pickup at each monthly meeting, for any games done the previous month. Checks for less than \$20 do not need to be prepared. The balance will carry over to future months.
- Prepare a statement for each referee check that lists all game fees, referee dues, NOCRA payments and balance due.
- Mail any checks not picked up at a monthly meeting to the referees within two weeks of the monthly meeting.
- Mail a dues payment request to each referee owing more than \$20 in dues by December 31 of each year, and at any other time considered necessary, and submit a list of these referees to the Board at the January Board meeting, and at other times requested by the Board.
- Prepare a check for the Assignor at each monthly meeting for all assigning fees and other valid expenses incurred the previous month.
- Reimburse Board members or other NOCRA members for any valid expenses such as postage, photocopying, and meeting prizes. Any expense requires approvals as follows: up to \$100 by the President; up to \$250 by the President, Vice President and Treasurer; over \$250 by the Board.
- Keep paper records of expenses, bank deposits and bank statements for at least 7 years.

The Assignor will:

- Send an invoice to the Tournament Director, or other responsible person, within one week of the conclusion the tournament, and at the same time send a copy to the Treasurer.
- Send an invoice to the President and Treasurer of all assigning fees due and other valid expenses at least five days prior to the monthly meeting.