



Democratic Party of Washoe County (DPWC) Financial Policy and Procedure Manual

This manual outlines the current financial policies and procedures of the DPWC.
Adopted by the DPWC Executive Board July 26, 2023.

DPWC Financial Policy

Expenditures

- Expenditures over \$100 are to be approved by the Executive Board (E-Board) and itemized in the E-Board minutes.
- Any expenditures approved by email must be attached to the E-Board minutes.
- All expenditures are to be made for expenses for DPWC use only.
- No funds contributed to DPWC to be diverted for private use.

Checks

- The Treasurer and the Chair are to be the two signatories on the checking account.
- All checks used are to be accounted for.
- Any checks made payable to E-Board members are not to be signed by that member.

Timeliness

- All cash and checks donated to be deposited within one week of acquisition.
- All approved expenses are to be paid in a timely manner, within 30 days or sooner if needed to avoid late fees.
- Bank account reconciliations to be done within 21 days of receiving bank statements.
- All State (and Federal if applicable) reports must be filed within their allotted time frames.
- Treasurer may appoint an assistant treasurer with the approval of the E-Board.

Financial Review

A Financial Review Committee will be formed per DPWC Bylaws and shall conduct a financial review of the books and records not more than once a year and always at the end of the Treasurer's term.

Confidentiality

- All financial data pertaining to DPWC to be kept confidential within the DPWC except legally mandated public reports.

NPGVAN

NPGVAN is the donor database of the Democratic Party of Washoe County.

- The Chair shall be the Account Administrator of NPGVAN and solely responsible for assigning users to the account.
- The Treasurer and the Second Vice Chair shall be assigned Full Administrator Access privileges to NPGVAN.

- The Treasurer shall be responsible to enter and change financial and donor data within NPGVAN, though the Chair will have this capability in the event the Treasurer is not available.
- The Chair may assign other limited privileges to users, not involving financial data, on an as needed basis.
- Users shall be reviewed and updated bi-annually, after every board election.

527 Exempt Status

DPWC is a federally registered 527 exempt organization. As such, it is exempt from paying income taxes to the IRS, or making any other federal filings as long as it makes the appropriate filings with the Nevada Secretary of State. However, it may not coordinate its activities with any candidate's campaign.

DPWC Treasurer Procedures

Weekly Tasks

- Deposit cash and checks as needed.
- Enter checks as disbursements, cash, and check deposits as contributions into NGPVAN and QuickBooks.
- Print and file supporting documents in Financials binder.

Monthly Tasks

- Track credit cards for expirations (recurring contributions) in NGPVAN and give to the Chair and 2nd Vice Chair by email.
- Reconcile the 3 bank accounts with QuickBooks, print out reconciliation reports and file in binder with bank statements.
- Print Income & Expense Report and Balance Sheet for the month, and file in binder. Share electronic copies with the E-Board.
- Debit recurring entries (NGPVAN, MailChimp, etc).

Annual Tasks

- Prepare a 2-year budget.
- Maintain list of all pre-approved expenditures

Ongoing Tasks

- Submit Contribution and Expense reports per Secretary of State's requirements (per website), yearly in non-election years and more frequently in election years.
- Generate Income & Expense reports and current Balance Sheet for Quarterly Central Committee Business Meetings, share electronic copies with E-Board and file printed copies in binder.
- Work with E-Board (and/or Executive Director if applicable) to monitor expenses and money saving opportunities for efficient operation of office.

Event Tasks

- Attend event to handle all the financial parts.
- Generate P&L statements for events and post to E-Board, and file paper copy in binder.