



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 on March 19, 2025.

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 receipt.
- All approved expenses are to be paid in a timely manner.
- Bank account reconciliations shall be completed within 21 days of receiving bank statements.
- All State (and Federal, if applicable) reports must be filed within their allotted time frames.
- The 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.

DONOR DATA

- All donor data shall be stored within the secure Executive Board drive.
- Credit card contribution reports shall be downloaded monthly from the credit card service provider and stored within the Donor Data folder located in the Executive Board drive.
- Contributions received by check shall be recorded in a Google workbook located in the Donor Data folder in the Executive Board drive. Each record shall include the name and address of the donor and the type/source of contribution (One-Time, Affinity, Event, etc).

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

Ongoing Tasks

- Deposit cash and checks as needed.
- Enter checks as disbursements, cash, and check deposits as contributions into QuickBooks.
- Print and file supporting documents in Financials binder.
- Print Income & Expense Report and Balance Sheet for the month and file in binder. Share electronic copies with the E-Board.
- Submit Contribution and Expense reports per Secretary of State's requirements: annually in non-election years and quarterly 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 the office.

Annual Tasks

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

Event Tasks

- Attend events to handle any financial transactions.
- Generate P&L statements for events and post to E-Board, and file paper copy in binder.