



**POLICIES AND PROCEDURES
FOR FINANCIAL ACCOUNTABILITY**

September 22, 2019

Table of Contents

I. Introduction	3
II. Conflict of Interest	3
III. Division of Responsibilities	4
GBRCTA Board of Directors	4
Finance Committee (GBRCTA General Account; GBRCTA League Account; Junior Team Tennis Account):.....	4
GBRCTA Board Treasurer.....	5
League Financial Administrator	5
IV. Chart of Accounts and General Ledger.....	6
V. Cash Receipts	6
Process for checks received:.....	6
Process for cash received:	7
Process for Electronic Funds received:	7
VI. Inter-Account Bank Transfers	7
VII. Cash Disbursements & Expense Allocations	7
Request for Check	8
Check Writing Procedure	9
VIII. Bank Account Reconciliations.....	10
IX. Personnel Records	10
X. Payroll Processing	10
XI. End of Month and Fiscal Year-End Close	11
XII. Financial Reports	11
XIII. Fiscal Policy Statements.....	12
Appendix A – Approved GBRCTA Expenditures.....	13
Appendix B – Charts of Accounts and Check Signing Authority.....	14
Appendix C – Typical Revenues and Expenses.....	15
Appendix D - Coordinator Timesheet and Expense Reimbursement Forms.....	16

I. Introduction

The purpose of this manual is to describe the accounting policies and procedures to be used by the Greater Baton Rouge Tennis Association (hereinafter “GBRCTA” and/or “Association”) and to ensure that the financial statements conform to generally accepted accrual basis accounting principles; assets are safeguarded; guidelines of grantors and donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All GBRCTA Board of Directors (hereinafter “the Board”) and staff with a role in the management of fiscal and accounting operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed and revised every other year with each new incoming president and as needed by the Board. Policy review will occur at the beginning of 2020 and will be repeated during even years coinciding with new incoming president. A financial audit Approval from the Board is needed for any changes.

Unless otherwise fixed by the Board, the fiscal year of the GBRCTA shall be the calendar year.

II. Conflict of Interest

All employees and members of the GBRCTA Board of Directors are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee or GBRCTA Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

- Upon or before hire, election, or appointment each employee and Board member must provide a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest. Examples include employer, business, and other nonprofit affiliations, and those of family members or a significant other. This written disclosure will be kept on file and will be updated annually and as needed.
- Employees and Board members must disclose any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the employee or Board member will not be permitted to participate in the transaction or decision.
- Should there be any dispute as to whether a conflict of interest exists:
 - The Board of Directors shall determine whether a conflict of interest exists for an employee and shall determine the appropriate response.
 - The Board of Directors shall determine whether a conflict of interest exists for a member of the Board and shall determine the appropriate response.

III. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities:

GBRCTA Board of Directors

1. Reviews and approves the annual budget;
2. Reviews annual and periodic financial statements and information;
3. Reviews and approves all financial reports;
4. Reviews and approves all contracts;
5. Reviews and approves all grant submissions;
6. Reviews and approves all non-budgeted expenditures over five hundred dollars (\$500);
7. Approves and oversees the adherence to all internal controls.

Finance Committee (GBRCTA General Account; GBRCTA League Account; Junior Team Tennis Account):

1. Made up of at least three members;
2. Reviews all budgeted program expenditures;
3. Monitors program budgets;
4. Reviews all payrolls by program;
5. Reviews and approves all program budgeted reimbursements and fund requests;
6. Approves all inter-account bank transfers by program;
7. Assists the GBRCTA Board of Directors with the development of annual and program budgets;
8. Reviews completed monthly bank reconciliations;
9. Monitors program grant reporting;
10. Oversees program budgeted expense allocations;
11. Reviews internal controls;
12. Reviews all financial reports;
13. Selects an independent auditor to audit the financial records of the association at the beginning of 2020. The audit process will reoccur at the beginning of even years and as deemed necessary by the board. The Finance Committee's selection of an independent auditor shall be approved by the Executive Board. The Finance Committee shall make arrangements for the delivery of the financial

records of the Association to be presented to the independent auditor in a prompt and timely fashion. Upon conclusion of the audit, the Finance Committee shall receive, review and immediately present the findings and recommendations of the audit to the Board of Directors.

GBRCTA Board Treasurer

1. Member of the Finance Committee;
2. Overall responsibility for data entry into an online accounting software system and integrity of accounting system data;
3. Processes invoices and prepares checks per program;
4. Makes bank deposits per program;
5. Processes payroll and maintains all personnel files;
6. Maintains general ledger;
7. Prepares monthly deposit report, disbursement report, and monthly check report for each account and sends to Finance Committee members for review and presentation to the Board at each meeting;
8. Prepares cash balance report and presents at Board meetings;
9. Prepares year-end financial reports for all programs and presents to GBRCTA Board of Directors;
10. Reconciles all bank accounts per program;
11. Mails vendor checks per program;
12. Manages Accounts Receivable per program;
13. Forwards to League Financial Administrator items pertaining to league program accounts;
14. Prepares and files all tax related forms;
15. Trains an understudy who may be a member of the finance committee on all functions and duties of the treasurer position.

League Financial Administrator

1. Processes invoices and prepares checks per league;
2. Makes bank deposits per program except for entry/registration fees from LTA;
3. Maintains general ledger per league;
4. Maintains online payment collection account;
5. Prepares monthly deposit report and monthly check report and sends to League Administrator, GBRCTA President and Treasurer for review;

6. Prepares cash balance report and sends to Treasurer to present at Board meetings;
7. Prepares year-end financial reports for all programs and sends to Treasurer to present at Board Meetings;
8. Reconciles all bank accounts per league;
9. Mails vendor checks per league season;
10. Manages Accounts Receivable per league season.

IV. Chart of Accounts and General Ledger

The GBRCTA has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. administration). The GBRCTA Treasurer and League Financial Administrator are responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as Appendix B.

The general ledger is automated and maintained using our accounting software. All input and balancing is the responsibility of the GBRCTA Treasurer and League Financial Administrator with final approval by the Finance Committee.

The Finance Committee and League Financial Administrator should review the general ledger on a periodic basis for any unusual transactions.

V. Cash Receipts

Cash receipts generally arise from:

1. League fees which include but are not limited to player registration and court fees;
2. GBRCTA Grants;
3. Hosting state championship tournaments;
4. Miscellaneous Member Events.

Process for checks received:

1. Checks should be collected by a member of the Finance Committee other than the Treasurer;
2. Checks should be processed weekly;
3. Checks should be stamped "for deposit only" when received;

4. Makes copy¹ of supporting documentation of funds received;
5. Deposits checks in the bank;
6. For any collections performed by the Treasurer alone due to the unavailability of another Finance Committee member, the receipt, deposit slips, and supporting documentation should be provided to the President and Finance Committee for review as soon as possible, but in no event less than one week after deposit.

Process for cash received:

1. While the Finance Committee is moving away from the cash process, where cash is received, two people should be present;
2. All cash received will be documented in a numbered receipt book. A receipt will be given to the paying party and a copy kept for internal purposes;
3. All cash received will be counted, verified, and signed off by two members of the finance committee or board members present at the event;
4. Deposit cash in the bank within 3 business days.

Process for Electronic Funds received:

1. Treasurer shall transfer electronic funds received into bank account;
2. Treasurer shall notify President and relevant Committee Chair of transfer amount;
3. Make copy of each transfer request.

VI. Inter-Account Bank Transfers

Once a year when books for the league seasons are completed and closed, the League Financial Administrator will recommend transfer of excess funds in leagues operating capital to the GBRCTA General account. The GBRCTA Treasurer and League Administrator will review accounts and direct the League Financial Administrator in writing to proceed with transfer.

VII. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services;
2. Board/Staff training and development;
3. Meeting expenses;

¹ "Copy" refers to any electronically saved document or paper copy.

4. Board/Employee reimbursements;
5. Marketing/promotional materials;
6. Grants/Sponsorships;
7. See expenses delineated in Appendix C.

Checks are processed bi-monthly. Invoices submitted to the GBRCTA Treasurer/League Financial Administrator prior to the 1st of the month will be processed by the 15th; prior to the 15th of the month will be processed by the 1st of the month. Checks can be prepared manually within one day, but this should be limited to emergency situations.

Requests for disbursements are submitted to Accounting in two ways:

1. Check Request;
2. Travel Reimbursement request.

Request for Check

1. Non-budgeted items below five hundred dollars (\$500) may be approved by a majority vote of the Executive Committee. Non-budgeted items greater than or equal to five hundred dollars (\$500) must have the approval of the GBRCTA Board of Directors.
2. Approved items by the GBRCTA Board of Directors listed in Appendix A attached to this manual shall be reviewed and approved by the president.
3. Request for travel stating reason, program, and benefit to the GBRCTA for such must be submitted to the GBRCTA Board of Directors for discussion of benefit and approval. Request should include all cost (transportation, lodging, meals, miscellaneous) that will be covered by the hosting organization.
 - **Lodging** – Host organization recommended hotel shall be used. For lodging not covered, an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose. US General Services Per Diem rates will be used in reimbursing lodging expenses.
 - **Meals and Entertainment** – Meals provided by the host organization will not be reimbursed. Meals not provided will be reimbursed based on the US General Services Per Diem Rates. A receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose.
 - **Other Expenditures** – Transportation covered or recommendations by host organization shall be used and will be reimbursed. Transportation not covered or recommended will be reimbursed with receipt detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

4. Voting for non-budgeted items does not require a meeting of the Board and can be accomplished via remote or electronic voting methods, including email, online poll, or telephone vote.

Check Writing Procedure

The GBRCTA Treasurer reviews all requests for payment and:

1. Verifies expenditure and amount;
2. Makes payment in accordance with budget or on approved expenditure list;
3. If not in accordance with budget or on approved Appendix A expenditure list, approval must be obtained from the GBRCTA Board of Directors with a notation indicating such approval to be made by the Secretary in the minute entries for the meeting at which approval is obtained.

The GBRCTA Treasurer processes all payments as follows:

1. Provides or verifies appropriate allocation information;
2. Immediately enters them into the Accounts Payable module;
3. Prints checks according to allocation and payment date provided;
4. Mails checks and appropriate backup documentation;
5. Files all backup documentation in the appropriate program file;
6. All manual checks in excess of three thousand five hundred dollars (\$3,500) require a second signature from an authorized board of directors' member or league financial administrator.
7. All online checks in excess of three thousand five hundred dollars (\$3,500) require a second documented approval from an authorized board of directors' member or league financial administrator.

Expense Allocations

Most expenses that benefit more than one program are spread across programs using a shared cost method. Under this method, the expenses are divided by the total number/projected number of participants to determine the percentage of shared costs they should bear. This is done on a monthly basis by the Treasurer/League Financial Administrator.

VIII. Bank Account Reconciliations

1. The Treasurer will perform a timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.
2. The Treasurer/Finance Committee will verify that voided checks, if returned, are appropriately defaced and filed.
3. The Treasurer will void any checks that are outstanding over one year.
4. The Treasurer will attach the completed bank reconciliation to the applicable bank statement, along with all documentation.
5. The reconciliation report will be reviewed by the other Finance Committee members.

IX. Personnel Records

1. All personnel files contain the following documents: an application and/or resume, date of employment, position and pay rate, authorization of payroll deductions, W-4 withholding authorization, termination data where applicable, a signed Code of Ethics.
2. All employees and contractors will fill out an I-9 form and submit the allowable forms of identification to the Operations Manager.
3. The completed I-9 forms will be kept in a secure location separate from the personnel files.
4. All personnel files are to be kept in a secure location with the Treasurer.

X. Payroll Processing

1. Timesheets are to be prepared by all staff on the approved form and submitted to the President, Treasurer and appropriate Committee Chair. See Appendix D.
2. Timesheets are to be kept on a daily basis and completed in ink unless prepared electronically.
3. Timesheets are to be signed and dated by the employee.
4. Any changes to the standing information of the payroll register from the prior period including addition of new employees, deletion of employees, or changes in base pay rate must be approved by the GBRCTA Board of Directors and documented in the GBRCTA Financial Addendum. Any changes must be approved by the GBRCTA Board of Directors and signed by a member of the Finance Committee before any changes can be made.

5. The Board President shall approve payroll expenditures.
6. The Board Treasurer will process payroll in a timely manner.
7. The Finance Committee will review payroll expenditures and allocations monthly.
8. All quarterly federal and state payroll reports will be prepared and filed appropriately.
9. All W-2 and 1099 statements are to be issued to employees prior to January 31st of the following year for the prior calendar year.

XI. End of Month and Fiscal Year-End Close

1. The Treasurer will prepare and Finance Committee will review all month- and year-end journal entries.
2. At the end of each month and fiscal year end, the Finance Committee will review all balance sheet accounts including verification of the following balances: cash accounts match the bank reconciliations, fixed assets accounts reflect all purchases, accounts receivable and payable accounts match outstanding amounts due and owed.
3. At the end of the fiscal year, the Board Treasurer will prepare the annual Return for Organization Exempt from Income Tax (IRS Form 990). The return will be presented to the GBRCTA Finance Committee for their review. The Board Treasurer will file the return with the Internal Revenue Service by the annual deadline.
4. All other appropriate government filings including those required by the state tax board and attorney general's office will be completed and filed with the appropriate agency.

XII. Financial Reports

The Treasurer, in conjunction with the Finance Committee members, will prepare monthly and annual financial reports and will present those reports to the GBRCTA Board of Directors at the GBRCTA Board meetings. The reports will include: balance sheet highlighting expenditures greater than \$200, statement of income and expenses, a budget versus actual report for the organization, and any other requested reports.

XIII. Fiscal Policy Statements

1. All cash accounts owned by GBRCTA will be held in financial institutions which are insured by the FDIC. No bank account will carry a balance over the FDIC insured amount.
2. No travel cash advances will be made except under special conditions and subject to pre-approval by a majority vote of the Board. Reimbursements will be paid upon complete expense reporting and approval using a Travel Expense form.
3. Bank Signatories
 - a. The GBRCTA Treasurer, President and Vice President are the signatories on the GBRCTA General bank account;
 - b. The GBRCTA Treasurer, President and League Financial Administrator are the signatories on GBRCTA League bank account;
 - c. The GBRCTA Treasurer, President and Vice President are the signatories on GBRCTA Junior Team Tennis bank account;
 - d. Manual checks drawn on the GBRCTA bank accounts exceeding three thousand five hundred dollars (\$3,500) require a second signature by an authorized signatory identified in Section XIII (3) (a), (b) and (c) above. Any disbursements, checks, and electronic transfers over five hundred dollars (\$500) require approval from the Board of Directors.
 - e. Electronic disbursements and transfers drawn on the GBRCTA bank accounts exceeding three thousand five hundred dollars (\$3,500) require a second documented approval from an authorized board of directors' member or league financial administrator.
 - f. Bank statements will be reconciled monthly. All bank statements will be given to the Treasurer for review.
 - g. Correction fluid and/or tape will never be used in preparing timesheets or any accounting documents.
 - h. Accounting and personnel records will be kept by the Treasurer and only the Treasurer and Executive Committee will have access.
 - i. Financial Records from the last five (5) years will be maintained by the Board.

Appendix A – Approved GBRCTA Expenditures

1. Adult teams from GBRCTA leagues representing Louisiana in a USTA Southern Sectional Championship or USTA Regional Championship will be reimbursed up to the minimum number of players plus two (+2) for registered players participating in the sectional championships. Funds for reimbursement will be drawn from the League Account by the Financial League Administrator. Only teams winning the state championship or wildcard teams known at the time of the championship (and in the event of wildcard, only the 2nd place team at the championship) are eligible for the GBRCTA reimbursement.
2. The board recognizes that the promotion of Baton Rouge tennis includes enhancing its visibility through the participation of Baton Rouge teams in USTA League National Championships ("Nationals"). Therefore, the Board provides a sponsorship of \$1,000 to any adult Baton Rouge team invited to compete in Nationals. The money shall be made payable to the captain of the invited team, or a player designated by the captain, and is to be used to offset the costs of attending Nationals, including the payment of Nationals registration fees, travel expenses, and lodging.

Regardless of the number of adult teams invited to play in Nationals, the total of all donations to invited teams shall not exceed \$2,000 per each of the four local league seasons, except with approval of the GBRCTA Board of Directors. If more than two teams advance in the same season, a \$2,000 donation will be divided equally among the teams attending. Funds for reimbursement will be drawn from the General Account by the Treasurer.

3. Effective with the 2019 USTA Adult Leagues held in the spring, from the GBRCTA League bank account, League Coordinators will receive compensation at \$4.00 per player registered for ALL leagues. GBRCTA no longer pays flat rate stipends, data checks or assistant coordinator fees.
4. Effective 1/1/2019, League Administrators receive a stipend payable to the Financial League Administrator and Local League Administrator at \$250 per month and issued by the GBRCTA Treasurer from the GBRCTA General bank account. Effective 1/1/2020, the Local League Administrator also receives a year-end bonus of 25 cents per adult player. Each adult player may only be counted once per calendar year regardless of the number of teams on which he/she is registered.

Appendix B – Charts of Accounts and Check Signing Authority

GBRCTA GENERAL
ACCOUNT
Regions Checking
#4833566781

GBRCTA LEAGUE
ACCOUNT
Regions Checking
#4833566803

JTT ACCOUNT
Regions Checking
#4833588211

GBRCTA GENERAL ACCOUNT CHECK SIGNING AUTHORITY

Regions Checking
#4833566781

Name	Title
Melissa “Lisa” Scalise	President
Iris Kimble	Treasurer
Ellen Martinez	Vice President

GBRCTA LEAGUE ACCOUNT CHECK SIGNING AUTHORITY

Regions Checking
#4833566803

Name	Title
Melissa “Lisa” Scalise	President
Iris Kimble	Treasurer
Paula Camille Siegel	Financial League Administrator

JTT ACCOUNT CHECK SIGNING AUTHORITY

Regions Checking
#4833588211

Name	Title
Melissa “Lisa” Scalise	President
Iris Kimble	Treasurer
Ellen Martinez	Vice President

Appendix C – Typical Revenues and Expenses

Revenue

Beginner Round Robins
Guest Fees for Member
 Appreciation Events
Grants/Donations
Hotel Rebates
Interest Income
Player League Fees
State Championship
 Tournaments

Expenses

Accounting & Auditing
Advertising
Awards & Prizes
Bank Charges/NSF Charges
Captains' gifts
Computer
Community Coordinators
Copies
Court Fees – Grass Roots
Court Fees – Juniors
Court Fees – League
Court Fees – Refund
Court Fees – State Champ
Entry Fee Refund
Equipment
Food/Drink
Gifts/Appreciation
Grants/Donations
Insurance
I.T. – MailChimp
I.T. - TypeForm
League Administration
League Coordinators
League Meeting Expenses
NSF Checks
Playoffs
Postage
Post Office Box Rental
Printing, Publications
Rent/Lease
Sectionals/Nationals
State Expenses
State Reimbursement
State Tournament Referee
Storage Unit Rental
Supplies
Telephone
Tennis Balls
Tennis Instruction
Travel
Website

