



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

FINANCIAL ADMINISTRATION POLICY

Purpose

To provide guidance and procedures to the OJDDA Officers for financial accounting, budgeting, financial reporting and record keeping of financial transactions.

Policy

The OJDDA Officers are entrusted with the financial resources of the association and is responsible for overall financial administration. The Treasurer is responsible for receiving all income and payments of all accounts of the association and providing accurate records of all financial transactions.

All financial accounting procedures of OJDDA will have a professional audit complete each fiscal year by an independent financial auditor.

Responsibilities

OJDDA Board of Directors

To provide the necessary oversight of financial administration and financial decisions. Its oversight role includes monitoring financial operations through reports, approval of the annual budget, provision for audit of financial records, implementing financial controls and approvals of specific directives for decisions or actions of a financial nature. To authorize expenditures through the annual budgeting process or by specific action.

OJDDA Officers

Are entrusted with the financial resources of the association. Their role is to administer the finances of the association in a responsible manner and through the financial processes to ensure that funds are collected and spent in accordance with the approved budget and specific direction of the association as represented by the Board of Directors. All Officers have signing authority on behalf of the association.

Treasurer

All income or funds received as a consequence of any activities of the association and all financial accounting and disbursement of funds are the responsibility of the treasurer. The treasurer has full privileges to establish and maintain the necessary accounting and disbursement (or payment) systems on behalf of the association. For the purpose of financial accounting and disbursement of funds, the treasurer responsibilities include the following:

- Paying all bills and invoices.
- Reimbursing contractors, members, and trainers for expenses incurred on behalf of the association.
- Maintain association financial records including custody and security of any financial data and software used.
- Monitoring and reconciling transactions in association bank accounts.
- Assisting in the preparation of the annual association budget.
- Periodically reporting to the association membership, board of directors and officers on the state of the association's financial situation.
- Identifying, recommending and implementing improvements to the association financial processes and procedures.

Record Keeping

A description of the use of Quick Books software is beyond the scope of this document. Suffice it to say that Quick books is the central means of recording and tracking association income and expenses, and the Treasurer must be competent in the use of this software or whatever replaces it in the future.

Quick books does an excellent job of tracking, organizing and reporting the association's financial situation, and it should continue to be used unless a better solution becomes available. It is flexible enough to meet current requirements and the treasurer must become familiar with its capabilities. It also provides an automatic audit feature built in to track entries, changes, etc.

The treasurer is required to keep two sets of records. The first is periodic backups of the association financial software, currently Quick Books. The backups are to be placed on a removable USB device and a backup copy of Quick Books to the current accountant/CPA that the association is using. The frequency of backups is up to the treasurer's discretion, but in no event should there be less than monthly backups of the data. The second set of records is paper files containing the following:

- All bills and invoices
- All check stubs
- All printed confirmations of invoices or payments received or made
- Copies of the association bank and financial institution statements
- Copies of deposit information
- Any other written material pertaining to the association's finances or financial situation

The paper files are organized however the treasurer deems necessary, and are available for inspection by association officers or anyone designated by the Officers. The paper files will be kept for at least 3 years and stored in an appropriate secured place.