

1. General

The Treasurer, a position on the Leadership team, has primary responsibility for management and reporting of all group funds, which are maintained in a bank account at Nusenda Credit Union and in a separate fund designated by Indivisible national (currently TrueLink).

Because Indivisible SOS is not a legal entity, its checking account will be personal, under the names of the Treasurer and President, with the Treasurer as the main user.

The Treasurer is responsible for adhering to all financial rules and regulations established by Indivisible national.

Indivisible SOS' financial year is January 1 through December 31.

2. Expenditures

Ongoing purchases such as postage, mail supplies, food for events and Zoom subscriptions require the approval of the Treasurer and the President.

Special expenditures such as campaign contributions, donations and gifts, require the approval of a majority of Leadership and, when possible and appropriate, membership consensus.

Reimbursements for purchases will only be allowed if approved and with a receipt.

Expenditures from the Nusenda account are at Indivisible SOS' discretion. Expenditures from the TrueLink account must adhere to Indivisible national regulations.

The President and Treasurer each may have use of a Nusenda credit card. One TrueLink credit card will be managed by the Treasurer.

3. Gift Acceptance

Indivisible SOS will accept member and other contributions via cash or check and online through its account with Indivisible/ACTBlue.

No donations will be accepted from organizations that do not align with our values and mission or from those prohibited by Indivisible national.

Cash contributions will be deposited within five days of receipt of funds and will be kept secure until deposit is made.

4. Reporting

The Treasurer will distribute a quarterly report of all income and expenses to members within one month of the close of the quarter and will be available to answer questions from membership about the report.

5. Record Retention

The Treasurer will maintain all records electronically for a period of two years from the close of the financial year.

6. Conflicts of Interest

In the event of a potential conflict of interest, members will be asked to recuse themselves from the decision-making process regarding financial transactions.

7. Updating These Policies

Financial policies will be updated as necessary by the Treasurer and/or Leadership Team with the approval of a majority of the Leadership Team.