



# MAIN STREET WEST BRANCH

## MSWB Policy Manual

Created December 2024  
Approved by BOD May 2025

## **Administration**

Daily operations of Main Street West Branch (MSWB) are managed by the executive director with assistance from volunteers.

### **OFFICE**

MSWB shall maintain an office within the downtown area.

### **WORK OR ACTION PLANS**

Development of MSWB's work plans will begin in the fall each year. At that time, the board shall meet and establish the organization's goals and objectives for the next calendar year. The goals and objectives shall be forwarded to each committee chair to use as priority guidelines for developing committee work plans. Each committee will develop activities to meet objectives established by the board. A work plan overview that lists committee goals and objectives and activities will be presented to the board for review and approval and for use in the budgeting process before year-end.

As work plan drafts are completed by each committee, they will be presented in person to the board of directors for consideration. The work plans will include, at a minimum, a list of tasks to complete each activity, the lead person assigned to each task, amount of staff time needed if applicable, due date for each task, and budget amount. The board will decide for each activity plan based upon its affordability, feasibility, and whether it follows the organization's mission. Corrections or additions will be returned to each committee for additional work.

### **MASTER CALENDAR**

A master calendar of MSWB activities shall be posted in the MSWB office and disseminated to volunteers upon board approval of work plans and budget.

## **Communication**

### **EMAIL/INTERNET USAGE**

Email and internet use are intended for business-related purposes only. Employees or volunteers will not use the MSWB email or internet system in a way that may be viewed as insulting, disruptive, or offensive by other persons. Internet access may be monitored to insure compliance with this policy. Incidental and occasional personal use of email is permitted provided it is not for political or personal gain. These messages will be treated the same as other messages and may be monitored. Employees should not use email to transmit any message they would not want to read by a third party since management can access personal messages without prior notice.

### **EVENTS**

Suggestions for events will be referred to the appropriate committee for consideration with final approval by the board of directors. Timing, feasibility, cost, and relevance to the program will be considered when approving an event. Once events are scheduled, all changes to date/time of event must be reviewed and approved by the organizing four-point committee and communicated to the board of directors within a reasonable period.

## LETTERS OF SUPPORT

MSWB may receive requests for letters of support. Such requests must comply with policy and procedures outlined in Press Releases. Letters of support will only be written when the following points have been addressed:

- The issue pertains to the mission of the MSWB
- The issue directly relates to the central business district recognized by the MSWB
- The request does not conflict with the organization's nonprofit status.
- Letters of Support are not permitted for political candidates or politically charged issues. Main Street must remain neutral.

The board of directors will be furnished with a copy of Letter of Support within a reasonable time. A copy of each letter will be kept on file.

## PRESS RELEASES

The executive director will issue all press releases. Volunteers or other employees may compose the press release and then submit the drafts to the executive director for review and editing. The executive director, or designated personnel, will distribute all press releases to the appropriate media on MSWB stationery. Press releases containing potentially controversial information shall also be reviewed by the board president or a member of the executive committee before release.

## PUBLICITY

Any opportunities for positive press should be pursued. The Executive Director has full discretion for all positive press that is mission aligned. Board of directors will be consulted only when necessary.

## SOCIAL MEDIA

MSWB understands that some employees, committee members and board members participate in social networking sites (e.g. Facebook, X, YouTube, LinkedIn) and create and maintain personal websites, including blogs. MSWB respects employees', committee members' and board members' online social networking and personal Internet use. However, employees, committee members and board members' presence can affect MSWB as words, images, posts, and comments can reflect or be attributed to the organization. Employees, committee members and board members should be mindful to use electronic media, even on personal time, responsibly and respectfully to others.

Employees posting on behalf of MSWB on any social media accounts are to respectfully and professionally represent the organization in all posts, messages, events, etc.

## SPOKESPEOPLE

The president and the executive director will serve as the primary spokespeople for MSWB. Committee chairs, in conjunction with the executive director, may be called on in relation to specific projects or activities. No other individuals, without specific board approval, may speak on behalf of the organization. All designated spokespeople must represent the board's position and not their opinion.

# Employment

## ALCOHOL AND DRUG POLICY

MSWB (MSWB) prohibits the use of illegal drugs and the consumption of alcohol during regular work activities. Employees are expected to perform their duties safely and professionally at all times.

In special circumstances, such as MSWB-sponsored events where alcohol is served, employees may partake in a responsible and appropriate manner. Employees must ensure their behavior aligns with MSWB's values and does not impair their ability to represent the organization effectively. Any misuse of alcohol or drugs during these events may result in disciplinary action. This policy is designed to maintain a safe and professional environment while allowing flexibility for special occasions.

## AT-WILL EMPLOYMENT

These policies are not an employment contract and shall not be construed as a guarantee of continued employment or a promise of any particular benefit or procedure.

Employment with MSWB is for no set duration. It is a voluntary or "at-will" relationship. Employees are free to resign at any time, with or without reason and with or without notice. Likewise, MSWB can terminate an employee's employment at any time, with or without cause and with or without notice.

## BEREAVEMENT LEAVE

MSWB will grant up to three working days of bereavement leave with pay to employees if there is a death in their immediate family to handle family affairs. "Immediate family" is defined as: father, mother, sister, brother, spouse, significant other, child, grandparents, and grandchildren, including "step," and "in-law" family members. Employees need to contact their leader to request bereavement leave. Additional excused unpaid time beyond the three working days will be granted upon request. Unused bereavement leave is not compensated upon termination.

## CELL PHONE STIPEND

MSWB provides a \$25/month stipend to the Executive Director for required use of their personal cell phones for business purposes. The stipend may be paid out monthly or as a single annual payment, at the discretion of the employee.

## DRESS CODE

Employees are expected to dress in a professional or business casual manner unless otherwise required, directed, or allowed by the Board President. Employees should also refrain from wearing clothing with slogans that might be offensive to others.

While current styles and individualism are not discouraged, extremes of any kind should be avoided because they reflect unfavorably on both the individual and the professional image of the organization. Personal appearance is expected to be professional and should not be an object of attention.

## EMPLOYMENT CLASSIFICATIONS

Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: exempt or non-exempt. These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at the minimum wage and overtime for hours worked over 40 hours per

week. However, the law provides that some employees are exempt from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. Exempt employees are managerial and/or professional employees.

MSWB will follow all federal and state laws governing exempt and non-exempt employees.

- Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for overtime worked. Exempt employees are salaried employees.
- Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of 1.5 times their regular hourly rate of pay for hours worked more than 40 hours per pay period.

In addition to the above categories, each employee will belong to one other employment category:

- Full-time employees are regularly scheduled to work at least 40 hours per pay period.
- Part-time employees are regularly scheduled to work fewer than 30 hours per pay period.
- Temporary employees are scheduled to work on a full or part-time basis for a specified period of time or on a specified project lasting less than one year. Examples would include a person hired for the summer or hired as a temporary replacement or to fill a short-term need.

MSWB Executive Director is a full-time exempt employee. The Executive director will work with the Executive Committee to determine whether other employees are full-time, part-time or temporary.

## **EMPLOYEE EVALUATIONS**

Newly hired employees will receive performance evaluations after 90 days and then on an annual basis. The board president with input from the Board of Directors, shall review the performance of the executive director. The executive director with input from the Executive Committee shall review the performance of other employees. The executive director and employees are also encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are not a time for new discussions, but rather a reflection on all performance feedback and discussions throughout the year. It is the Board President's responsibility, with support of the Board, to provide continuous feedback on job performance and address any concerns that arise immediately.

## **EMPLOYMENT OF RELATIVES**

The MSWB prohibits hiring relatives. Close family members such as parents, children, spouses, or in-laws will not be hired into, or transferred into, positions where they directly or indirectly supervise or are supervised by another close family member. This policy also applies to individuals who are not legally related but who reside with another employee.

## **EQUAL EMPLOYMENT OPPORTUNITY**

MSWB is an equal opportunity employer and will not discriminate against any qualified employee or applicant for employment with regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, or any other basis prohibited by local, state, or federal laws.

## **FLEXIBLE TIME OFF (FTO)**

MSWB understands the importance of work-life balance and recognizes that employees have diverse needs when it comes to time off. To accommodate these varying needs, MSWB offers Flexible Time Off (FTO) to provide employees with greater autonomy in managing their time away from work while ensuring that business operations continue smoothly. We believe that this flexibility contributes to higher job satisfaction, overall well-being, and a stronger work-life balance for our employees.

While we offer flexibility in managing FTO, employees are expected to maintain a high level of accountability and productivity in their roles. Clear communication and coordination with Board members and volunteer leaders are

essential. It is expected that a team member will make every attempt to take a full 40 hour work week of FTO in one block of time each calendar year to recharge.

The Executive Director is required to communicate FTO use to the Board President in a timely fashion. Out of office replies should be set for email and the office phone if staff will be inaccessible for more than 2 business days. Paid holidays are separate from FTO and are provided to all eligible employees.

Extended periods of time off needed for reasons other than traditional time off usage will fall under the leave of absence policy.

## **GRIEVANCE PROCEDURES / OPEN DOOR POLICY**

Any employee who believes he or she has been treated unfairly or in a manner contradictory to these policies should bring their concern to the attention of their leader. If the issue is a conflict with the executive director, the employee should contact the board president. If the executive director has an issue with the board president, the executive director may bring their concern to the vice president or a member of the executive committee.

## **HOLIDAYS**

MSWB observes all federal holidays and the office will be closed on these days. These are paid days off for full-time exempt staff. If a holiday falls on a weekend, the office may be closed on the nearest weekday.

## **JURY DUTY LEAVE**

It is the policy of MSWB to encourage employees to serve on jury panels. An employee should inquire about the duration of the jury trial in advance of accepting such service. The employee should request to be excused from jury duty if the anticipated duration will cause a major disruption at work. Please contact your leader after receiving notification to appear.

## **LEAVE OF ABSENCE**

An employee may unavoidably need to be away from work beyond the rational use of FTO. While an employee is able to meet business needs and / or work a reduced schedule, full pay may remain intact.

If a longer period of time is needed in which work cannot be performed, an unpaid leave of absence may be granted upon approval of the Board of Directors. An unpaid leave of absence of up to 12 weeks or up to 480 hours may be approved. Leaves that extend beyond 12 weeks will be considered if business needs are such that an extension does not pose a hardship to business continuity and a return to work date has been established.

## **PARENTAL LEAVE**

MSWB will grant a leave of absence without pay for parental leave associated with the birth or adoption of a child. The maximum leave is 12 weeks or up to 480 hours, starting with the last day the employee worked prior to the birth or adoption placement.

Employees with two or more years of continuous service will be offered the same maximum leave of 12 weeks or up to 480 hours, with the added benefit of 6 work weeks paid out of the 90-day maximum.

A written request for parental leave must be presented to the leader as soon as appropriate to allow time for the Board to set a coverage plan but no later than 4 weeks prior to the start date of the leave. A release to return to work from the physician will be required for birth-related leaves.

Failure to report to work on the first day after the expiration of the parental leave will be considered a voluntary termination of employment.

## **OUTSIDE EMPLOYMENT/HONORARIA**

MSWB neither promotes nor discourages outside employment. However, employees shall not engage in outside employment and receive compensation for his or her services if the services are within the scope of the employee's official duties. Employees shall check with their leader to ensure conflicts with their employment status do not exist prior to accepting any outside employment.

Employees may not accept an honorarium when a service is provided while on regular pay status. Any honoraria received in this circumstance will go to MSWB's general fund. For example, if an employee received an honorarium for speaking at a conference while on the clock for MSWB, the honoraria would go to MSWB's general fund. If, however, the employee took vacation time to speak at the conference, they would be eligible to keep the honoraria.

## **OVERTIME**

Our intent is to compensate overtime in accordance with federal and state law. Only non-exempt, full- time employees are eligible for overtime pay. Overtime will be compensated at the rate of one and one- half hours for each hour worked. Non-exempt employees must receive advance authorization from their leader to work beyond the standard work day. Overtime will be paid for any time worked in excess of 40 hours per week. Overtime hours must be approved in advance by the executive director or board president in writing.

## **PAY PERIOD & SCHEDULING**

Employees at MSWB are paid bi-weekly on Friday. Payments are made via electronic bank transfer to ensure timely and secure delivery of wages. Approval of payroll processing is given to the designated payroll vendor of MSWB by one of two designated members of the executive committee.

Exempt employees are provided with flexible scheduling options to accommodate their responsibilities effectively. MSWB ensures that all employees receive reasonable and legally required breaks during their work hours, promoting a healthy and balanced work environment.

## **PERSONNEL FILES**

MSWB maintains up-to-date personnel files on all employees electronically where appropriate. An employee may review his or her file in the office in the presence of a representative of the organization on request. Nothing may be added or removed from the file by the employee. These records are maintained by the Board President. All records are the property of MSWB and are stored in an electronic file with limited access.

## **PRIVACY**

Personal information about employees is private and will be protected, to the extent allowed by law, from distribution outside MSWB. Employees' personal information will be made accessible only to executive board members on an "as needed" basis.

## **UNACCEPTABLE JOB PERFORMANCE**

The board president, with input from the Executive Committee, will first advise the executive director verbally if they are not performing to acceptable standards. In the case of other employees, it will be the executive director's duty to first advise them if they are not performing to acceptable standards. Verbal conversations will be documented with expectations of improvement outlined and saved to the electronic employee file. .

An employee will receive a written warning for review and action if the expectations of improvement have not been made after the verbal warning and within a maximum period of 30 days. If the employee's performance does not improve to an acceptable level after a written warning, further action will be taken, which may include termination without severance allowance.

## **RESIGNATION**

An employee may give his or her employment resignation to MSWB at any time. Two to four weeks' notice is recommended depending on the level of the position. Executive Directors will be expected to provide a minimum four weeks notice when possible to allow for a seamless transition plan to interim leadership - likely a board member. All keys, materials, and equipment belonging to MSWB must be returned to the leader. All passwords must be disclosed to the leader.

Since the relationship between the organization and its employees is one generally of employment-at- will, it is subject to termination by either the organization or the employee at any time with or without cause and with or without notice. However, failure on the part of the employee to provide written notice will be a primary factor in the employee's eligibility for re-employment. Once notice has been given, the organization reserves the right to select the date of departure.

## **RETIREMENT BENEFITS**

MSWB provides a matching contribution to a SIMPLE IRA program for full-time exempt employees. MSWB will match the employee's contribution up to 3% of the employee's eligible compensation. Participation in the SIMPLE IRA plan is voluntary, and employees are encouraged to consult with a financial advisor to make informed decisions about their retirement savings. Any changes requested regarding the employee's contribution should be put in writing via email to the Executive Committee.

## **SAFETY**

MSWB expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas. Inform your leader immediately if an accident or injury occurs.

## **SMOKE FREE ENVIRONMENT**

Smoking is not allowed in the MSWB office or other facilities rented or leased by the organization or at events sponsored or co-sponsored by MSWB.

## **PEOPLE LEADERS**

The board president leads the executive director. The executive director leads all other paid employee positions.

## **TERMINATION**

Without any limitation by any section of this policy/procedure, MSWB reserves the right, at its sole discretion, to make and implement decisions regarding an employee's position, compensation, and other terms and conditions of employment, including retention. As a condition of employment, the organization may conduct credit history, criminal record and other background checks on all new employees.

Unsatisfactory results may affect the applicant's eligibility for employment. While not inclusive, any of the following may subject an employee to disciplinary action, up to and including termination, with any reason for discipline and the extent of discipline to be determined solely by MSWB:

- Failure to perform satisfactory work
- Insubordination
- Conduct that interferes with the operation of the organization, brings discredit on the organization, or is offensive to customers or employees
- Refusal to cooperate in an organization investigation
- Refusal to follow proper instructions
- Improper personal conduct, including off-the-job conduct that reflects unfavorably on the organization
- Violent, threatening or intimidating behavior
- Dishonesty or theft
- Any act or failure to act considered detrimental to the organization's business interests
- Improper discussion, disclosure or release of confidential information (PII or PCI)
- Falsification of company documents or records
- Unexcused, habitual or excessive absence or tardiness

## **VOTING LEAVE**

It is the policy of the MSWB to encourage all of its employees to participate in the election of government leaders. Therefore, adequate time off is allowed to exercise this right.

## **WORKERS' COMPENSATION**

Team members are protected under the state workers compensation law against loss of income due to injury or death that occurs during work activities. MSWB pays the entire cost of the Workers Compensation insurance premium. Team members must report all job-related accidents, injuries and illness immediately after experiencing any symptoms to the Board President. The insurance carrier will determine the benefits, if any, the team member deserves.

## **WORKPLACE ENVIRONMENT**

MSWB is committed to fostering a positive, inclusive, and respectful work environment for all employees, volunteers, and community members. Harassment, discrimination, or any behavior that creates a hostile work environment will not be tolerated.

Harassment includes unwelcome conduct based on race, gender, age, religion, disability, sexual orientation, or any other protected characteristic. This may include verbal remarks, physical actions, or visual displays that demean or intimidate others.

All employees and volunteers are expected to treat one another with dignity and respect. If anyone experiences or witnesses harassment, they are encouraged to report it promptly to the Executive Director or a member of MSWB Executive Committee. All reports will be taken seriously, investigated thoroughly, and handled confidentially to the extent possible.

Violations of this policy may result in disciplinary action, up to and including termination of employment or volunteer roles. MSWB is dedicated to maintaining a safe and welcoming workplace for everyone.

# Ethics & Accountability

## CODE OF ETHICS

MSWB strives to conduct our business activities with honesty, integrity, fairness, openness and in accordance with the highest ethical standards. Employees and volunteers are expected to represent MSWB in a courteous, efficient and professional manner.

## CONFIDENTIALITY

As a nonprofit organization that works closely with volunteers, donors, and community partners, Main Street West Branch is committed to maintaining the confidentiality of sensitive information. Employees, board members, and volunteers who handle confidential information must ensure it remains protected. A breach of confidentiality is grounds for disciplinary action, up to and including termination of employment or volunteer status.

Confidential and highly sensitive information including but not limited to donor lists, donor personal and financial information, volunteer and employee personal information, proprietary operational methods, referral sources, and strategic plans—must be safeguarded appropriately. This applies to all locations where information is stored, including organizational systems and drives, personally owned computing equipment and mobile devices, and cloud storage. Upon resignation or termination, employees and volunteers must promptly return any confidential information and refrain from using it for personal or external purposes.

Technology and security measures are in place to protect organizational data. Access codes and passwords must not be shared, and employees and volunteers must secure computers, mobile devices, and sensitive documents when not in use. Unauthorized access to technology systems, facilities, or confidential records—whether by hacking, misuse of recording devices, or other means—is strictly prohibited.

Protection of personal information is a priority. Employees and volunteers who access donor, volunteer, or employee personal information—such as financial details, contact information, or identification numbers—must do so only as necessary to fulfill their role. Disclosure of such information beyond what is required for organizational purposes is strictly prohibited and may result in disciplinary action, up to and including termination.

Protected health information for employees, volunteers, or donors will be handled in accordance with privacy regulations. Only those whose job responsibilities require access to such information may use it, and it must be safeguarded at all times.

Any failure to comply with this policy may result in disciplinary action and, if necessary, legal action, as determined by Main Street West Branch.

## CONFLICT OF INTEREST

The MSWB board, officers, committee members, volunteers and employees shall avoid any conflict between their own respective personal, professional or business interests and the interests of the organization.

Board members, officers, and employees will inform the board of any connection to groups or organizations doing business with the organization. Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between the organization and the other group. Employees who have an actual or potential conflict should not be substantively involved in decision-making affecting such transactions either. This includes, but is not limited to, transactions involving:

- The sale, purchase, lease, or rental of any property or other asset.
- Employment or rendition of services, personal or otherwise.
- The award of any grant, contract, or subcontract.

- The investment or deposit of any funds of the organization.

In addition, MSWB board members, officers, committee members, volunteers, and employees shall not use MSWB facilities, equipment (e.g., computers, copiers, and phones), postage, or supplies for their own private use or gain or the use or gain of another person or entity unless approved in writing by the Executive Committee.

## **DECISION MAKING PROCESS**

MSWB will use the most current version of Robert's Rules of Order for all procedural questions and will follow them in the conduct of all member and board meetings, except as otherwise provided in the articles of incorporation or bylaws.

## **DIVERSITY, EQUITY & INCLUSION**

MSWB values diversity, equity, and inclusion. We are committed to creating a workplace where all employees feel valued, respected, and have equal opportunities. We prohibit discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We encourage open communication, respect for individual differences, and a culture of fairness and justice.

## **OPENNESS & DISCLOSURE**

MSWB will provide comprehensive and timely information to the public, the media, and all stakeholders. All reasonable requests for information will be responded to as soon as possible.

IRS Form 990 for the previous three years and IRS Form 1023 will be available to the public upon request.

An annual report will be prepared. The report will include a list of board members and employees, the MSWB mission statement, information on program activities, financial information as well as other information we may choose to include. The annual report will be available to the public and posted on our website.

## **PASSWORDS**

A list of all pertinent passwords must be recorded and maintained for the organization. The password list must be secured in a locked location or protected file at all times. The executive director and board president are the designated contacts with access to this list. Passwords will be required to be changed when an employee leaves, voluntarily or involuntarily. Passwords may only be shared for non-confidential platforms, and only with the permission of the Director and Board President. Failure to comply with this policy will result in the appropriate disciplinary and legal action, as deemed suitable by the organization.

## **PROGRAM EVALUATION**

The MSWB regularly reviews its effectiveness and has mechanisms in place to incorporate lessons learned. The organization is responsive to changes in the field of downtown revitalization and to the needs of constituents.

## **RECORD KEEPING**

MSWB is committed to maintaining accurate and organized records to ensure transparency, compliance, and effective operations. Most organizational files are stored electronically and maintained in the MSWB Google Drive, where they are accessible to the Board of Directors as needed.

All financial documents, meeting minutes, policies, contracts, and other essential records must be properly labeled and filed in the designated Google Drive folders. Physical documents, when necessary, should be scanned and uploaded to the appropriate folder. Sensitive or confidential information should be stored with appropriate access restrictions to protect privacy and security.

Records should be retained in accordance with applicable laws and best practices. Financial records and tax-related documents must be kept for a minimum of seven years, while board meeting minutes and governing documents should be retained indefinitely. Any record deletions or modifications should be approved by the Executive Director or Board Chair.

Employees, board members, and volunteers with access to MSWB records are expected to handle them responsibly and ensure information remains secure and up to date.

## **RISK MANAGEMENT**

The MSWB board will annually review the organization's need for general liability and director's and officer's liability insurance, as well as take other actions to mitigate risks.

## **WHISTLEBLOWER POLICY**

The organization encourages employees and volunteers to report suspected wrongdoing, such as fraud, waste, abuse, or violations of laws, rules, policies or regulations. Employees or volunteers who report such concerns in good faith will be protected from retaliation. Reports may be made to the Executive Director, the Board of Directors, or appropriate law enforcement agencies.

# **Finance**

## **ACKNOWLEDGEMENT**

The executive director will acknowledge contributions within two weeks of receipt. Receipts will be issued for all contributions of \$250 or more or upon request, or as outlined by the IRS. A list of Donors contributing \$250 or more will be shared with the board and board members are encouraged to personally thank donors.

## **BUDGETING**

The executive committee, with the aid of the executive director, will provide a strategy for adequate funding. Board-approved work plans will be presented to the executive committee for the budgeting process. A draft annual budget shall be presented to, and approved by, the board no later than the December board meeting. The board will approve the final budget by the close of the January board meeting. The treasurer or bookkeeper will enter all budget figures into the accounting program to generate comparative financial statements by the end of January.

The board does not need to approve committee expenditures that were pre-approved in the annual budget. However, the board must approve all expenditures exceeding the budgeted amount or outside the adopted budget prior to expending any funds.

## **HANDLING CHECKS AND CASH**

All checks will be endorsed with the MSWB deposit only stamp upon receipt. Deposits will be made by the treasurer or the President within 3 business days of receipt.

At least two members of the board (or one board member and executive director) will count all cash and checks at the conclusion of cash generating activities. Funds will be deposited within 3 business days by a member of the Executive Committee and a receipt maintained with other MSWB receipts as a record of the transaction.

## COMPANY DEBIT CARD

The President, Treasurer and Executive Director may use company debit cards. The Executive Director should have a company debit card in his/her name. Cards are solely for business expenses aligned with the organization's mission and approved annual budget. Permissible uses include any line item in the board-approved annual budget, such as office supplies, travel, advertising, and event expenses. Personal expenses, cash advances, and unauthorized purchases are strictly prohibited. Cardholders must maintain accurate records, email receipts to the Treasurer monthly to balance the bank statement, and safeguard card information. Non-compliance may result in disciplinary action.

## DONORS

The board is responsible for identifying financial and in-kind donors. Board members will be designated to contact potential donors with the assistance of the executive director. Individual committees may also need to solicit donors. This action should be approved by the board to avoid conflicts.

## FINANCIAL RECORDS

The treasurer will present the financial statement to the board at the regularly scheduled monthly meeting. The statement will include actual and budgeted income and expenses for the month and year- to-date totals. After the close of the calendar year, the treasurer will prepare a year- end financial statement showing in reasonable detail the source and application of the previous year's funds and the financial condition of the organization. This statement will be presented to the board at the January board meeting.

All financial records of the organization will reside in the Treasurer's binder and/or Google Drive folder for the appropriate year. Bank accounts will be reconciled monthly by the Treasurer.

Any contribution, grant, or gift earmarked for a specific activity will be tracked and reported in a separate budget line item. An outside bookkeeper will review the financial records every 3rd year. MSWB will keep records open to audit for three years. These records will be kept in accordance to standards acceptable by accounting professionals. See the records retention schedule in **ETHICS AND ACCOUNTABILITY** section.

## FISCAL YEAR

The MSWB Board of Directors is committed to acting as responsible stewards in managing the organization's financial resources. The organization shall comply with all laws and regulations and shall adhere to sound accounting principles that produce reliable financial information, ensure fiscal responsibility, and build public trust. Ultimately, the board is legally responsible for all financial transactions of the organization. MSWB's fiscal year matches the calendar year.

## GIFT ACCEPTANCE

The board will determine whether accepting a gift of cash or other assets will compromise the ethics, financial circumstances, program focus, or other interests of the organization prior to accepting the gift. Such gifts will be publicly acknowledged in MSWB materials as appropriate.

## GRANTS

The board of directors will approve the writing of grants for the organization. Potential grants must clearly fall within the mission of MSWB and be for projects on current work plans or address an emerging local issue. A qualified grant writer may be hired to compose the request for the organization.

Upon receiving a grant, the executive director will acknowledge contributions and send a letter of appreciation within two weeks (suggest one week) of receipt. Any grant earmarked for a specific activity will be tracked and reported in a separate budget line.

Employees and committees will keep records, books, and materials in accordance with the requirements set forth in any acquired grant. Reports will be written by the executive director with assistance by volunteers as needed.

The board recognizes that administering a grant is time consuming. The executive director will be responsible for administering grants acquired by the program which means he or she will be less involved in other activities.

## LOYAL LOCAL

MSWB is committed to supporting local businesses while maintaining fiscal responsibility. Whenever possible, we prioritize purchasing goods and services from businesses within our district.

To reinforce our commitment to the local economy, MSWB is willing to pay up to 15% more for a product or service from a local business compared to a non-local alternative, provided it remains within our budget and meets our organizational needs.

## PURCHASING

The executive director purchases all supplies and equipment. These items should be purchased from local businesses when possible. The board must approve all purchases not in the budget or those exceeding the budgeted amount. Employees must investigate at least three different sources for products or professional services which exceed \$3,000 and submit this information to the board for consideration. Annual or recurring expenses over this amount may be from an approved vendor with bids sought every three years to ensure the best value for the organization.

## TRAVEL REIMBURSEMENT

MSWB will reimburse employees and volunteers for reasonable and customary expenses incurred while conducting official business, including food, lodging, transportation, and mileage for personal vehicle use outside of local travel. Travel should be undertaken in a cost-effective manner. Eligible expenses include airfare, rental cars, gas, taxi or shuttle services, and mileage reimbursement. Employees will be reimbursed for mileage at the current IRS business rate, while volunteers will be reimbursed at the IRS volunteer mileage rate. Lodging and meal expenses will be covered when travel is necessary for MSWB-related business.

To receive reimbursement, all expenses must be documented with receipts. Mileage reimbursement requests must include the date, purpose of travel, and total miles driven. Employees and volunteers must submit reimbursement requests within 30 days of the expenditure using the organization's reimbursement form. The Executive Director may use the MSWB debit card for approved travel and business expenses; however, if the debit card is used receipts must still be submitted listing all associated charges. Failure to comply with this policy may result in the denial of reimbursement.