Preface – The Funding Cycle

100 Operations
Request is to be made to Treasurer

200 Outreach
Outreach committee prepares outreach plan, estimates ext.

300 CIP
Request from applicant is processed according to project submission procedure
At budget committee

400 NPG

500 Elections

Funding request Form is prepared for board according to payment procedure

END

Deny

Board Vote
Approved

Payment issued according to payment procedure
Budget “Standing Rules”

The board of the MINC, and in conjunction with the DONE funding program’s rules, adopts the following procedures as rules of conduct for the financial operation of the MINC.

In case there is a contradiction between the “Standing Rules” and the DONE guideline the latter supersedes.

Should a project be unable to proceed through the budget committee because of budget committee inability to function, than a project may be heard presented directly to the board.

These Standing Rules are subject to MINC by laws.

Article one: Voting

Board members can vote on financial matters according to the DONE requirements from time to time.

Article Two: Positions and Duties

1. Treasurer
   a. The treasurer is elected according to the MINC by laws.
   b. Duties of treasurer are as follows:
      i. Maintain current financial books of the MINC
      ii. Monitor and advise the board on the MINC budget
      iii. Prepare and report to the board and DONE the monthly expenditures
      iv. Authorize and sign payments according the payment procedure in these standing rules.

2. Signer\(^1\) and Alternate
   a. The Signer and an alternate will be elected by the board and must fulfill the DONE requirements

\(^{1}\) This position will be held by the treasurer until the new funding program will be implemented by DONE.
b. The board may decide at any time to remove and replace a signer and an alternate.

c. Duties of Signer
   i. Assume sole custody of charge card.
   ii. Manage bank account
   iii. Issue payments and submit documentation according to the payment procedure.

3. Budget Committee
   a. Budget committee is a standing committee under the MINC
   b. Budget committee is comprised of no more than 7 voting members elected by the board with no more than 4 board members
   c. Board will appoint chair according to existing standing rules
   d. Budget committee voting members and chair are elected for a one year period and will continue to serve until:
      i. An elected position holder resigns
      ii. An elected position holder is removed from position by the board
      iii. New candidate(s) wishes to be elected and replace any voting member which has been holding the position for more than a year. The board will vote and decide between the candidate and the current member(s).
   e. Duties of Budget Committee
      i. Plan and recommend for the board the yearly budget according to the DONE guidelines from time to time.
      ii. Process, according to the project submission procedure, requests for Community Improvement Projects and Neighborhood Purpose Grants.

**Article Three: Creating Yearly Budget**

1. Budget committee will start the discussion 60 days prior to the budget year end
2. Budget committee will propose different goals to be achieved in the following year.
   Discussion should include feedback from outreach committee, Election committee and
   the treasurer as to goals and anticipated budget needs to achieve these goals.
3. Budget committee will present to the board the different goals.
4. Board will vote to establish the yearly budget and divide the yearly budget between the
   five budget items.

**Article Four: Payment Procedure**

1. All funding must be submitted to the board on DONE Funding Request form and
   approved by the board according to this procedure.
2. Board vote must be recorded on the DONE Board Vote on Funding Request Form and is
   considered as part of the board minutes.
3. The board will review and vote on funding requests made as follows:
   a. Outreach Projects
      i. Funding requests should be made via outreach committee only
      ii. Outreach committee is responsible for working details of the outreach
          suggested expense and consult with treasurer to verify compliance with
          funding guidelines
      iii. Outreach committee will bring the Funding Request Form to the board
           for vote.
   b. Election projects
      i. Funding requests should be made via election committee only
      ii. Election committee is responsible for working details of the suggested
          expense and consult with treasurer to verify compliance with funding
          guidelines
      iii. Election committee will bring the Funding Request Form to the board for
           vote.
   c. CIP and NPG’s
i. Funding requests will be made via budget committee according to the project submission procedure.

ii. Budget committee will review the project for submission to the board and bring it to vote with the Funding request Form according to project submission procedure.

d. Operational Expenses

i. Budgeted operational expense under $150 may be purchased directly by the authorized signer.

ii. Recurring monthly expenses need to be approved once only by Board Vote on Funding Request Form.

iii. All other operational expenses must be submitted to the board for vote with the funding request form.

4. Approved Expenditures will be signed by the treasurer together with the secretary and/or the president.

5. Signer will receive the approved Funding request Form and Board Vote on Funding Request Form and seek further approval from DONE or pay directly according to the DONE funding policy guidelines.

6. After payment Signer must submit to Treasurer the following:
   
   a. Original Invoice/Receipt
   b. Funding Request
   c. Board Vote on Funding Request
   d. Done approval if needed
   e. Any other documents required by the DONE funding guidelines.

7. Treasurer will reconcile the bank account, purchase card and update the budget spending

8. Treasurer will prepare and submit to DONE the required documents and reports.
**Article Five: Project Submission Procedure**

1. All CIP and NPG funding request (“Projects”) will be handled according to this procedure.

2. At any time, when an applicant fails to complete a requirement by the next scheduled deadline his/her project will be considered as canceled and applicant will need to re-apply. Budget committee may extend the deadline upon request.

3. Request for project will be submitted to the budget committee chair to be placed on the Agenda. If project does not meet DONE funding guide lines budget chair will notify the applicant.

4. At the meeting applicant will submit 3 copies of the completed Project Form which can be downloaded at www.mincla.org

5. Budget committee will review the application. At this stage the committee will perform through vetting of the project. Budget committee will decide:
   a. Give Conditional recommendation –
      i. If committee is interested in the project however the project is not ready to be submitted to the board, the committee may give a conditional approval for the applicant.
      ii. Applicant will complete requested information on the project form and will present it to budget committee at the next committee meeting or in a different time the committee specifies (“deadline”)
      iii. Failure of the applicant to meet the deadline will revoke the approval.
   b. Forward the recommendation to board
      i. If the committee approves the project and the project is ready for the board to vote, the chair will prepare a Funding Request Form
      ii. Committee chair or another member will be assigned to accompany the applicant with the process.
      iii. The chair will schedule with the MINC president a date for the project to be submitted to the board.
   c. Advise applicant if project is not eligible for MINC funding.
6. The board will vote according the payment procedure. The vote may approve, deny, and request more information with deadlines or return to the budget committee for further discussions.

7. After a project has been approved by the board, the treasurer will adjust the budget to reflect the specific project.

8. Approved Funding Request for a project will be handled according to the payment procedure including getting an approval from DONE.