

**Freedom Pond Cooperative, Inc.**  
**45 Vaillancourt Drive**  
**New Ipswich, NH 03071**  
website: www.freedompond.org

## **Money Management Policy**

The purpose of this Policy is to provide a guideline and ensure day-to-day oversight for all financial transactions of the Cooperative including deposits, check payments, E-payments, auto-payments and transfer of funds between accounts.

The BOD is responsible for the funds of the Cooperative including disbursements and collections. TD Bank manages the Capital Account and Escrow Funds per the Loan Agreement. Requests for funds from the Capital account must be accompanied by receipts/ invoices.

**All financial transactions made by the Treasurer will be executed on the provided Cooperative laptop, which is only used for Co-op business, and never on a home or personal computer. On-line banking is never accessed via public or unsecured WIFI networks.**

### **Deposits**

Rent checks and other Membership payments may be mailed to the Cooperative's address at:

Freedom Pond Cooperative  
45 Vaillancourt Drive  
New Ipswich, NH 03071

or deposited in the Cooperative's Collection Box labeled Treasurer, located near the mail boxes. Cash payments and hand delivery of payments are not acceptable. Rents collected by mail are left for the Treasurer.

The Cooperative's Treasurer is responsible for checking the Treasurer Collection Box on the 6<sup>th</sup> of each month to collect payments for deposit. At the BOD's direction this duty may be assumed by another BOD or Finance Committee member. The Treasurer will maintain an ongoing record of rent payments, NSF fees and Eviction Notice liquidation fees, as well as copies of all **Demand for Rent** and **Eviction Notices**.

### **Disbursements**

All payments are made from the Operating account.

Vendors will be instructed to direct all email invoices to: treasurer@freedompond.org. Invoices received by mail or directly from vendors whose names appear on the **Approved Recurring Payments/ Vendors List** will be forwarded to the Bookkeeper for payment.

Any payment on the Board of Director's **Approved Recurring Payments/ Vendors List** may be paid immediately by the Bookkeeper as specified. All Capital Projects must be signed off by the assigned BOD member as "complete and satisfactory" prior to forwarding for payment.

Member reimbursement requests must be brought before the Board of Directors during a scheduled meeting and include a **Request for Reimbursement Form** with applicable receipts. No payment will be made without a receipt/ invoice and a **Request for Reimbursement Form**. All Member reimbursement payments are made by the Cooperative's Bookkeeper.

A Visa Gift Card for a BOD specified amount will be obtained for use in urgent infrastructure situations when the Coop cannot be directly invoiced. Activity on the gift card and the remaining balance will be reported monthly to the BOD.

Approval for all payments must be made at a scheduled BOD meeting unless specifically earmarked in the Budget Narrative (where quantity and cost are specified) or urgent in nature. Receipts for all payments by paper check or Visa Gift Card will be reviewed at the next BOD meeting prior to forwarding to the Bookkeeper.

### **Transfers (from Operating Account)**

- ❑ An automatic transfer is made on the 10<sup>th</sup> of each month to fund the Capital Reserve account.
- ❑ Automatic transfers are made for First and Second Mortgage payments and the Tax Escrow Fund on the 16<sup>th</sup> of each month.

### **Documentation**

The memo section of every check will include the invoice number (except for auto-payments) and brief description. For example; “septic pumping at...”, “Soda ash delivery”, etc.

Invoices for payments will be marked with the date paid, check number (if any), the budget account from which the funds are to be drawn, verified and initialed by two BOD members. If only a partial payment or a deposit is made this must be noted as well. All paper check invoices must be reported and reviewed at the next BOD meeting.

E-payments and debits are verified and completed by the Cooperative's Bookkeeper. After the monthly BOD meeting, the Treasurer will forward to the Bookkeeper copies of invoices/ receipts for any payments made by the BOD.

If, in any instance, there is a discrepancy in the documentation of either payment or invoice it must be immediately brought to the attention of the BOD for correction.

All financial transactions are reviewed quarterly by the **Finance Committee**.

### **Reporting**

The Treasurer will review and reconcile the Bookkeeper's Reports, as well as the number of delinquent rent payments and status of payment plans at the monthly Board of Directors meeting.

This revised **Money Management Policy** was approved on May 13, 2019. The foregoing is a true and accurate account, attested by,

  
\_\_\_\_\_  
Diane Veprauskas, Recording Secretary