TEXAS ENVIRONMENTAL HEALTH ASSOCIATION

FINANCE POLICY

The following policy was revised by the Governing Council of Texas Environmental Health Association on April 11, 2014.

1) **Reconciling Bank Statements** – The association and each chapter shall develop a system to reconcile bank statements. An original of each chapter bank statement shall be forwarded to the Executive Director, either by the bank or by chapter officers, at least quarterly, or as often as they are generated by the financial institution, for the purposes of audit and record keeping.

2) **Receipts** – Receipts shall be required for all reimbursements and shall be issued for all monies collected.

3) **Bonding** – The Executive Director and the local chapter treasurers shall be bonded under the umbrella bond of TEHA.

4) **Proper Use of Funds and Expenditures** – All expenditures shall be made for the purposes outlined in the Articles of Incorporation and Constitution of the Association. Monies shall be used in accordance with TEHA’s status as a 501(c)(3) non-profit educational corporation.

5) **Taxes** – The Executive Director shall be responsible for making sure that proper tax forms are submitted as required by tax law. Tax returns should be processed by a licensed CPA.

6) **Scholarships** – Scholarships may be awarded at the state and local level. Applicable scholarship tax records and forms will be prepared and submitted by the Executive Director.

7) **Treasurer Reports** – A report from each chapter treasurer indicating account balance(s) for the previous 3 months, will be delivered to the Executive Director 10 days prior to each Governing Council Meeting.

8) **Changes in Chapter Treasurer Position** – Local chapters will advise Executive Director immediately in writing when a change had occurred in the chapter treasurer position. The Executive Director shall promptly notify the bonding company of those changes.
9) **Receipts** – Local chapters will send original receipts no later than January 31st to document expenditures of the preceding fiscal year.

10) **Gifts and Donations** – Cash or anything of value purchased by TEHA may be donated directly to any other non-profit entity as defined by the IRS. Donations of time or service to other non-profits are allowed as verified by CPA. Collection of items or donations of money from individual members may be made to other non-profits.

11) **Local Chapter Reimbursements** – Chapter membership reimbursements will be sent from the Executive Director to the local chapter treasurers by January 31st of each year. Should any local chapters fail to comply with the provisions of this Financial Policy, the $10 per member reimbursement will be withheld until such time as the chapter complies with this policy.

12) **Chapter Bank Accounts** - The Executive Director must approve the opening of any new accounts, changes in account status, or additional of any sub-accounts. Additionally, the Executive Director must be included as signature authority on these accounts.

13) **Audit Committee** – if at any point the Governing Council feels necessary, an audit committee may be instituted.

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**Jodie Halter**  
Jodie Halter, Executive Director

**Cindy Corley, President**

Revised dates: January 8, 2008