



# LEAGUE OF WOMEN VOTERS OF MAINE

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## **LWVME & LWVME ED. FUND FINANCIAL MANAGEMENT POLICY**

(Amended and re-adopted by LWVME and LWVME Ed. Fund 12/9/2010)

The League's financial affairs are managed to ensure integrity, coverage, and continuity.

**AUTHORIZED SIGNATURES** – LWVME/LWVME Ed Fund accounts at financial institutions are established with two authorized signatures, the treasurer and the president. Only one signature is required to conduct business.

**MAILING ADDRESS** -- Remittances and statements are mailed to the League's PO Box, not to the LWVME/LWVME Ed Fund Treasurer's home, to be logged and/or reviewed by the president or vice president before forwarding to the treasurer.

**PO BOX KEYS** – The PO Box is established with at least two PO Box keys, one for the president and one for the vice president or such other officer or director (other than the treasurer) as may be convenient.

**FINANCIAL REVIEWS** – A financial review is conducted on the LWVME/LWVME Ed Fund accounts annually at fiscal year-end.

**FINANCIAL REPORTS** -- The LWVME/LWVME Ed Fund treasurer prepares bimonthly financial reports, including a statement of cash flow for the reporting period (income and expenses) and an income statement comparing actual income & expenses to budget for the period and year-to-date.

In the event of a co-presidency, the term "president" shall mean one of the co-presidents.