



NCFRW Standing Rules and Policies
Revised February 12, 2011

Internal Financial Control Policy

1. The NCFRW Board of Directors, through the election of an assistant treasurer, will authorize an additional signatory and access to all NCFRW bank accounts, in addition to the NCFRW Treasurer.
2. The NCFRW President, with the advice and consent of the NCFRW Executive Committee, shall appoint an internal Audit Committee of three members.
 - The Audit Committee shall review NCFRW financial records at each NCFRW Board meeting. The committee shall submit any questions or recommendations for improvement to the Executive Committee. The review will include accuracy and appropriateness of all deposits, disbursements, and review of the NCBOE campaign finance reports.
3. A schedule of the YTD disbursements detail shall be included in the Treasurer's report to NCFRW Executive Committee. The disbursements detail shall reference the budget line item, per the budget approved by the NCFRW Board of Directors.
4. A cash receipt shall be completed for each cash transaction. It shall not exceed \$50 per person, per NC Campaign Finance Law. Two members shall verify cash receipts prior to submission of cash to the Treasurer or her appointee.
5. The Executive Committee may approve an amount up to \$1000 outside of the budget during the budget year (as long as the money is there).
6. The state president is to be reimbursed for travel to visit clubs. Clubs may pay for meals of a visiting NCFRW officer. NCFRW will pay for hotel room, if necessary.
7. NCFRW will pay for the President's registration, travel expenses, and hotel for attending the NCFRW bi-annual convention and NCFRW board meetings.
8. All monies allowed for any member must be substantiated with receipts and signed off by the President. This is mainly for Regional VP expenses (which is a budgeted amount).
9. Board meetings should be self-sustaining in covering speakers' fees.

10. Response to death of board member, past president, county chairman or person who has longstanding ties with NCFRW will be between \$50-\$100, either in a donation to charity of choice or a floral tribute. Some exceptions may be made in special cases. Individual clubs and persons may respond as they see fit. (BD Rev November 13, 2010; BD Passed 2/12/2011)
11. Bank statements must be mailed to a different person than person reconciling accounts, then forwarded to treasurer in a timely fashion.
12. For the 2011 NCFRW year, the President and Regional VPs may submit mileage reimbursements up to \$0.33 per mile, which is a blended rate of the 2011 IRS Charitable rate of \$0.14 per mile and Business rate of \$0.51 per mile. (Rev/Added February 11, 2011)

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NCFRW Executive Committee Approve Date: Rev. #10. 11/13/10; Rev. #12. 2/11/2011

8/15/07: Submitted

12/7/07: Revised

11/13/10: BD Rev. #10; 2/12/11 BD Passed

2/11/201: EC Rev/Added #12

OTHER POLICIES

1. Every NCFRW Convention year, Club Presidents must submit their Club Bylaws to the NCFRW Secretary by January 31st of that year to be eligible to participate in said convention. (Passed Fall Board Meeting 11/15/2008)
2. Robert's Rules of Order Newly Revised, current edition, will be followed for disciplinary action as long as it is not in conflict with NCFRW or NFRW bylaws as noted in NCFRW Board minutes dated November 15, 2008. (Passed NCFRW Board Meeting 11/15/08)