



THE NINETY-NINES, INC.

International Board of Directors Board Operating Policies and Procedures Financial Operations

- 1) Purpose: To describe and document the appropriate execution and management of key functions related to financial operations at the international level. Also to clarify signature authority and approval requirements for key transaction categories.
- 2) Applicability: International Board of Directors of The Ninety-Nines, Inc. ('Board'), International Headquarters Staff.
- 3) Background: Many of the authorities and permissions granted to Board members and/or Headquarters staff regarding financial management have been known and understood on an anecdotal basis. In keeping with Board best practices, a need was identified to document these permissions as an official policy for clarification and alignment among key stakeholders.

Note: At the time this policy was drafted, efforts were underway to establish and fill a role of Executive Director for the Ninety-Nines, separate from Headquarters Manager. To avoid creation of an operational gap in roles, responsibilities and signature approval processes, this policy has been currently drafted without inclusion of an Executive Director role. However, it is presumed that once the Executive Director role has been filled, this policy will be revised to delineate the respective responsibilities and authorities of each role. Potential responsibilities that could be assumed by the Executive Director are denoted with (ED) throughout this procedure document.

- 4) Authority
 - a) The Board is ultimately responsible for the financial management of all activities. The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board.
 - b) The Headquarters Manager (ED) is responsible for the day-to-day financial management of the organization. The Board authorizes the Headquarters Manager (ED) to pay bills, receive funds, and maintain bank accounts, including depositing, withdrawing and transferring funds for organizational purposes.
 - c) The Headquarters Manager (ED) is authorized to manage expenses within the parameters of the overall approved budget. The Treasurer and President must approve expenditures that exceed or are outside the budget before encumbrance or disbursement.

- d) The Headquarters Manager (ED), upon approval and signature authority of the President and Treasurer, opens and closes all bank and other corporate financial accounts (e.g. credit, certificates of deposits), in Federal Deposit Insurance Corporation (FDIC) secure bank accounts.
- e) The IBOD must approve, in writing, any use of monies from the General Reserve Fund, Web/Technology Fund or Line of Credit prior to disbursement. The approval will include, at minimum, the specific amount and purpose of the withdrawal. Interest and dividend payments are transferred to the operating budget as they are realized, and do not require separate IBOD approval to be transferred.

5) Responsibilities

- a) The Headquarters Manager (ED) shall:
 - i) Account for donor-restricted and Board-designated funds separately from general operating funds, and clearly report the restrictions applicable to these funds.
 - ii) Pay all obligations and file required reports in a timely manner.
 - iii) Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific advance approval of the Board.
 - iv) Obtain competitive bids for items or services costing in excess of \$2,000. A written contract is required for services costing more than \$2,000. President and Vice-President will sign all contracts greater than \$2,000. General Counsel must review all contracts before execution.
 - (1) Contract selection will be based on cost, service and other elements of the contract. The Ninety-Nines is not required to accept the lowest cost proposal.
 - (a) In the instance where it is not feasible to obtain competitive bids for a service exceeding \$2,000 due to the nature and/or of necessary expediency of the service needed (e.g. emergency water repairs), the Headquarters Manager (ED) must obtain approval for the expenditure from both the Treasurer, and President (or Vice President if the President is unavailable to provide approval) prior to commencement of work to be completed.
 - v) Notify the Treasurer and President of any bill payment in excess of \$5,000 for a single expense item, even if that item is within the overall approved budget.
 - vi) Prepare preliminary financial reports on income and expenses, along with bank account reconciliation report, and submit these reports to the International Treasurer in a timely manner each month. The Headquarters Manager (ED) shall also be responsible for responding to any questions regarding the reports raised by the Treasurer, Finance Committee and/or Board.
- b) The Board shall:
 - i) Review financial reports at each Fall and Spring Board meeting, as well as the pre-Conference Board meeting prior to the Annual Meeting.

- ii) Provide adequate training to Board members to enable each member to fulfill her financial oversight role.
 - iii) Approve the International Headquarters Budget.
- 6) Financial Transactions with Insiders
- a) No advances of funds to employees, officers, or directors are authorized.
 - b) Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed in accordance with the policies identified for that category of expense reimbursement (e.g. International Board reimbursement for travel stipend.)
 - c) Lunch may be provided for all International Board meeting participants for Board meetings held at headquarters. These allowances will be in accordance with budget limitations.
 - d) In no case shall funds be borrowed from any employee, officer, or director of the organization without specific advance authorization from the Board.
- 7) Signature Authority
- a) The President, Treasurer, Headquarters Manager (ED) have signature authority on the following Headquarters accounts: Operating checking account, Events Account (used for Square transactions at tradeshow and PPLI application fees), Conference Checking (for conferences), Friends of the 99s account and Line of Credit.
- 8) Records Maintenance
- a) All banking transactions, along with appropriate financial documentation, are retained and maintained by the Bookkeeper.
- 9) Approval
- a) Authorizing Body: International Board of Directors
 - b) Approval Date: This SOP was approved on June 13, 2022.
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