

**ITALIAN CATHOLIC FEDERATION
CENTRAL COUNCIL
ACCOUNTING PROCEDURES**

As of October 18, 2014

CENTRAL COUNCIL EXPENSES

Grand President's Reimbursements

- The Grand President receives compensation for any travel that he/she does in an official capacity for the I.C.F. This includes Bishops' Days, Installations and special events such as milestone Branch Anniversaries to which he/she receives an invitation.
- The Grand President's way is paid to special events to which he/she is invited and which would benefit the I.C.F. by his/her presence. These expenses also include their spouse's travel.
- Included in travel are airfare, rental car, hotel, bridge tolls and a \$25.00 per diem. The Grand President is to submit a voucher with receipts.
- A Central Council Member representing the Grand President, in an official capacity, also receives the above-mentioned payments. (Spouse's travel is covered).
- In addition, the Grand President receives \$100.00 per month for miscellaneous expenses, upon receipt of an expense voucher. This reimbursement begins in September of the year in which he/she is elected to office and ends in August the following year.
- If the Grand President chooses to visit a Branch or District Meeting, or other function, or travels on his/her own, this expense is not covered.
- Within the General Fund's budget, an allowance will be established to cover the Grand President's I.C.F. related business expenses only.

Reimbursements for Central Council Members and Members at Large (appointed by the Grand President)

50+ Miles Round Trip

- Reimbursed thirty (30) cents per mile after the first fifty (50) miles of travel.

100+ Miles Round Trip

- Reimbursed thirty (30) cents per mile after the first fifty (50) miles of travel.
- Reimbursed one (1) night lodging, up to \$100.00 plus tax, when attending two (2) consecutive days of meetings or official I.C.F. business in which their attendance is required.

200+ Miles Round Trip

- Reimbursed thirty (30) cents per mile after the first fifty (50) miles of travel.
- Reimbursed one (1) night lodging, up to \$100.00 plus tax, when attending one (1) day of meetings or official I.C.F. business in which their attendance is required.

-A second night at the same rate will be reimbursed when there are two (2) consecutive days of meetings or official I.C.F. business in which their attendance is required.

400+ Miles Round Trip

-Reimbursed thirty (30) cents per mile after the first fifty (50) miles of travel.

-Airfare will be reimbursed with 21 days advance purchase, if this is the most economical method of travel.

-Airfare purchased less than 21 days in advance, requires approval by the Grand President.

-Reimbursed one (1) night lodging, up to \$100.00 plus tax, when attending one (1) day of meetings or official I.C.F. business in which their attendance is required.

-A second night at the same rate will be reimbursed when there are two (2) consecutive days of meetings or official I.C.F. business in which their attendance is required.

600+ Miles Round Trip

-Reimbursed thirty (30) cents per mile after the first fifty (50) miles to/from airport.

-Mileage at thirty (30) cents per mile will be reimbursed to/from meeting location, if driving is the most economical method of travel. (Example: Carpools)

-Airfare will be reimbursed with 21 days advance purchase.

-Airfare purchased less than 21 days in advance, requires approval by the Grand President.

-Reimbursed one (1) night lodging, up to \$100.00 plus tax, when attending one (1) day of meetings or official I.C.F. business in which their attendance is required.

-A second night at the same rate will be reimbursed when there are two (2) consecutive days of meetings or official I.C.F. business in which their attendance is required -or- if meeting times interfere with flight times -or- if traveling to/from the Chicago area.

Note: The above reimbursements apply to Committee Members attending meetings or special projects, if attendance is approved by the Grand President. For Central Council Meetings, the above reimbursements only apply to Life Members and Elected Members.

Per Diem

-A per diem, at the rate of \$25.00, may be expensed for Central Council Special Projects or Committee Projects, when the projects are approved in advance by the Grand President. The project must exceed eight (8) hours per day to be eligible for the per diem. A per diem will not be reimbursed for Central Council Meetings or Committee Meetings.

Stipends

-Expansion Committee Members are entitled to a \$75.00 stipend per day.

-Central Council Members that are in receipt of over \$600.00 per annum will receive IRS form 1099 at year end.

Miscellaneous Items

-Tolls for bridges and highways will be reimbursed. Toll receipts are not required.

-Hotel parking will be reimbursed if there is no complimentary parking available.

- One car may be rented and shared between Central Council Members, if needed.
- Payment for hotel damages, hotel no-show charges, traffic fines, missed flights, upgraded airfare, early check-ins, baggage fees and other upgrades or incidentals are the responsibility of the Central Council Member.
- The I.C.F. Office reserves the right to deduct outstanding bills from Central Council reimbursements.
- Central Council Members may seek reimbursement for supplies when required for an approved project.
- Reimbursement will not be provided for committee meals or outings.
- Members appointed to a committee by a Chairperson, not the Grand President, do not receive reimbursement. (e.g. Gifts of Love, Scholarship and others committees that invite additional helpers).
- For special travel circumstances, please contact the Grand President.
- Expense vouchers and receipts shall be submitted to the I.C.F office within 14 days.

GENERAL PROCEDURES

Account Signatures

- The signatories on the bank accounts for the Italian Catholic Federation should include the Grand President, Grand Treasurer and four (4) Members of the Central Council among the Life Members, Elected Members, Life Members Emeritus and Members Emeritus.
- Two (2) signatures from the authorized signatories are required for all checks exceeding \$300.00.
- Signatories must ensure that proper documentation, such as a receipt, contract or invoice verifying the total to be reimbursed, is provided.
- A signatory may not sign their own check.

Administration Fees

- The General Fund receives income as Administration Fees from the following funds: Hospital Fund = 15%; Providenza Fund = 5%. The computation includes dues and interest.
- From the Future's Fund, interest earned will be transferred into the General Fund.
- The fees are transferred quarterly.

Bishops' Days

- Yearly, each Bishop in the Diocese where the I.C.F. is located receives a monetary gift from the Central Council. The checks are made from the Providenza Fund. The check from the Central Council shall be made to, "The Roman Catholic Bishop of (Diocese Name).
- The Central Council will review the donation amounts every October. All Bishops' Days expenses incurred by the Grand President are taken from the Apostolate Fund.

Bollettino Advertisers

- Each month a bill will be generated and sent to those vendors that have an outstanding balance for advertisements printed in the Bollettino.

Branch Liability Insurance

-In September, each Branch is assessed a Liability Insurance fee which covers the Branch in the event of a lawsuit.

-The formula for assessing each Branch is:

Total Liability Premium/Total Number of Members as of August 31st = Per Member Fee X's Number of Members in Each Branch. (i.e. \$31,000/18,500 = \$1.67 per member). An additional 5 cents per member is added to the fee to cover the loss due to closed Branches.

-When a person who has been injured at an I.C.F. function wants to file an insurance claim, the individual should contact the I.C.F. office. The office staff will provide them with the contact information for our carrier. The carrier will administer all paperwork and reports.

Branch Per Capita

-Quarterly, each Branch is billed a Per Capita assessment. The Apostolate portion of the dues is divided 3 ways; 1) Apostolate Fund, 2) Providenza Fund and 3) Charity/Relief Fund. The distribution is described in the Central Council Statutes.

Central Council/Executive Committee Meetings

-Lunch is provided for all Central Council Members that attend the Central Council Meeting.

-All spouses and guests may attend the Central Council Lunch for a fee. Central Council Members do not receive a reimbursement for meals taking place before or after the Central Council or Committee Meetings.

Credit Card

-Any and/or all expenses incurred by the office can be charged to the I.C.F.'s Bank of America credit card account. Payment is made in full each month so to avoid any interest fees being charged.

-The Grand President, Convention Director and Expansion Chairperson may use the corporate card for their travel expenses. All receipts must be submitted monthly.

Employee Expense Reimbursements

-I.C.F. employees who travel for business, may expense their mileage at the current IRS approved rates. Travel includes, but is not limited to having checks signed and running errands. Commute mileage will not be reimbursed. Contractors will be reimbursed according to the terms of their contract.

Employee Salary Increase

-In October, the Finance Committee shall recommend to the Executive Committee, then to the Central Council, funding available for merit increases. Recommendations for merit increases may or may not be given in January, depending upon the profitability of the yearly budget. The Central Council will vote upon merit increases at the October Central Council Meeting.

Employee Retirement Contribution

-Once an employee has completed a waiting period of one year, he/she becomes eligible to receive a contribution of 7% of his/her yearly salary into a qualified tax deferred, (SEP), investment plan of the employee's choice. Payments into the plan are made monthly.

Financial Reports

-The Executive Committee will receive at their meeting, a financial report, which has been reviewed by the Grand Treasurer. Additionally, the Grand Treasurer will present a financial report at each Central Council Meeting.

Fiscal Year

-The fiscal year is from January 1st to December 31st.

-A full network backup will be made of the database prior to and after the month end processing and prior to and after the end of the fiscal year (December 30th).

Gifts of Love Grants

-Applicants, who are selected to receive financial assistance, receive payment upon receipt of the application and supporting documentation given by the Gifts of Love Committee Chairperson.

-Payments are processed throughout the year.

-A letter of acknowledgement is sent to all donors.

Hospital Claims

-Hospital Claim Benefit Checks will be processed upon the receipt of the appropriate I.C.F. Hospital Claim Form and supporting documentation.

IRS FORM 990

-Per IRS rulings, charities are required to show copies of their informational tax returns, Form 990, for the past 3 years to anyone who visits the office. The I.C.F. is not obligated to make copies of the information for visitors. Also, the I.C.F. must within 30 days of receiving a written request for such information, mail copies of the Form 990. A fee for copies and postage is allowed.

Mailings

-Branches are not allowed to use the I.C.F. office mail to send invitations, letters, etc. to Central Council Members.

Managed Fund Asset Allocation Change

-The Finance Committee may recommend to the Central Council a change to the asset allocation of the Italian Catholic Federation's funds or hiring of fund managers. The Central Council must approve any changes.

Managed Fund Transfers

-If operating cash is needed, the Grand President, Grand 1st Vice President and Grand Treasurer may act to transfer funds among the UBS and Bank of America accounts.

National Charity

- Prior to the yearly convention, a check is written from the appropriate fund for the I.C.F. National Charity.
- All monies allocated to the national charity are deposited throughout the year in the Future's Fund and a transfer is made prior to the printing of the final check.
- The Grand President and Grand Treasurer may approve rounding the donation to the nearest thousand.

New Branches

- At the Branch Inauguration, the Central Council will present a New Branch with \$500.00 seed money.

Payroll

- Payroll is processed for employees on the last day of the month and the 15th of each month.
- Payroll Tax Returns are processed quarterly.

Raffle Ticket Sales

- Raffle Ticket Books are available in February.
- All money and ticket stubs are to be mailed to the I.C.F. Office by August 15th.
- All raffle tickets distributed within California must have a disclaimer stating, "It is not necessary to contribute or to pay anything to participate in the drawing for the awards. Free tickets may be obtained from the I.C.F. Office in accordance with the rules published."
- Raffle winners with a prize of \$600.00 or more will be required to complete IRS form 1099.
- Although the raffle is associated with the convention, the revenue and expense is linked directly to the General Fund and not within the convention budget. This program is directed by the Ways and Means Committee.

Scholarship Award Checks

- Checks will be sent to those students who have been selected by the Scholarship Committee as recipients of the I.C.F. Scholarship Program.
- Upon receipt of an Official Certificate of Enrollment, students will be sent the scholarship money appropriate to their scholarship award. Checks are usually processed in October.
- The Central Council will determine when approving the budget at the October Central Council Meeting, if a contribution will be made from the General Fund to the 2nd, 3rd and 4th Year Scholarship Fund.

Spiritual Director's Stipend and Expenses

- Each month, the I.C.F. Spiritual Director will receive a stipend of \$100.00 for services rendered.
- Upon receipt of an Expense Voucher, the Spiritual Director will receive reimbursement of expenses for miles traveled.
- The expenses are taken from the Apostolate Fund.

Vendor Checks

-All payables and vendor checks are processed as the invoices are received.

Year-End Processing

-The Grand Treasurer and Independent Financial Contractor will meet with the Certified Public Accountant Firm to review all operations and financial reporting for the fiscal year closing.

GIFTS AND DONATIONS

Branch Anniversary

-Whenever a Branch celebrates its 50th Anniversary, the Grand President of the Central Council presents a "50 Year Branch" small banner along with a Certificate of Merit at the District Installation or Branch Anniversary celebration.

-Those Branches that celebrate 75 years of service receive a Certificate of Merit and a Gavel inscribed with the words, "Celebrating 75 years, YY/YY (ex. 1940 – 2015) at the District Installation or Branch Anniversary celebration.

Life Member Emeritus and Member Emeritus

-Members Emeritus receive from the Central Council an engraved plaque. This is given to the recipient (s) at the annual convention when they assume this role.

-A supply of plaques are kept at the office or can be ordered from Clearlite Trophy Co., 650-589-1542.

Past Grand President's Plaque/Gift

-Each Past Grand President receives, at their Testimonial Dinner, an I.C.F. award plaque with the name of the Past Grand President and the years of service.

-Additionally, the Past Grand President receives a thank you gift valued at \$500.00. This may include a Papal Blessing, check, other gift or a combination of each.

Death:

Life or Elected Central Council Member, Life Member Emeritus, Member Emeritus, Spiritual Director and an Employee:

-A donation of \$100.00 from the General Fund to a charity of the family's choice.

-A standing arrangement of flowers (with yellow and white flowers, if possible, and a ribbon saying Italian Catholic Federation) will be sent to the funeral home or church. (Not to exceed \$150.00, including delivery fees).

-A sympathy card on behalf of the Central Council will be sent to the family.

Former Central Council Member:

-A donation of \$50.00 from the General Fund to a charity of the family's choice.

-A sympathy card on behalf of the Central Council will be sent to the family.

Spouse of a Life Member or Elected Central Council Member, Life Member Emeritus, Member Emeritus and an Employee:

- A donation of \$50.00 from the General Fund to a charity of the family's choice.
- A standing arrangement of flowers (presented as above) will be sent to the funeral home or the church.
- A sympathy card on behalf of the Central Council will be sent to the family.

Immediate Family of a CC Member (parents, children and siblings)

- A donation of \$25.00 from the General Fund to a charity of the family's choice.
- A sympathy card on behalf of the Central Council will be sent to the family.

Bishop and Diocesan Chaplain:

- A donation of \$100.00 for a Bishop and \$50.00 for a Diocesan Chaplain from the General Fund to the Providenza Fund.
- A sympathy card on behalf of the Central Council will be sent to the family.

Hospitalization:

Central Council Member/Emeritus, Spiritual Director, Employee, or CC Spouse.

- For any of the above-mentioned persons, a donation of \$10.00 from the General Fund to the Providenza Fund.
- A get well card on behalf of the Central Council will be sent to the individual. (If hospitalized for a 2nd time in the same year for the same illness, only a card will be sent).

CONVENTION

Advertisers

-Central Council Members, Districts, Branches and Businesses must submit payment for the Convention Souvenir Book ad with their advertisement contract. Ads may be refused by the convention committee if not paid in full.

Award Winners

Family of the Year Winner receives one (1) night lodging (per room needed), round trip transportation and Saturday evening banquet tickets for the family. Total expenses may not exceed \$2,500.00.

Grand President's Award Winner receives Saturday evening banquet, one (1) night lodging and round trip transportation. The winner also receives one complimentary banquet ticket for a guest.

Mother Teresa Award Winner receives Saturday evening banquet, one (1) night lodging and round trip transportation. The winner also receives one complimentary banquet ticket for a guest. A donation of \$500.00 is presented to the winner for a charity they select and comes from the Apostolate Fund. The travel expenses for the Mother Teresa Winner also come from the Apostolate Fund.

Pope Saint John XXIII Winner receives Saturday evening banquet, one (1) night lodging and round trip transportation. The winner also receives one complimentary banquet ticket for a guest. A donation of \$1,000.00 is presented to the winner for a charity they select and comes from the Apostolate Fund.

Young Adult Leadership Winner receives Saturday evening banquet, one (1) night lodging and round trip transportation. The winner also receives one complimentary banquet ticket for a guest.

-Expenses for Award Winners will come from the convention budget within the General or Apostolate Funds. Award winners will follow the same reimbursement schedule set for Central Council Members.

Central Council Reimbursement

-Life and Elected Members of the Central Council who attend the yearly convention shall receive reimbursement for room and tax, at the convention rate, for not more than three (3) convention days and for those days only in which the member attends sessions.

-Round trip travel will be reimbursed at a rate voted upon at the June Central Council Meeting.

-Convention Registration (which includes the Saturday evening banquet), along with the Central Council Meeting Luncheon, will be covered by the Central Council.

-Expenses for Central Council Life and Elected Members will come from the convention budget within the General Fund.

-The spouse/guest of a Central Council Life or Elected Member does not receive reimbursement.

-Life Members Emeritus and Members Emeritus attending the yearly convention shall receive their Convention Registration (which includes the Saturday evening banquet), along with the Central Council Meeting Luncheon. These expenses for Central Council Life Members Emeritus and Members Emeritus will come from the convention budget within the General Fund. The spouse/guest of a Central Council Life Member Emeritus or Member Emeritus does not receive reimbursement. No reimbursement is made when executing committee work at the convention.

-Committee Members-at-Large do not receive any reimbursement for the convention.

Clergy

-Upon the decision of the Central Council at the convention, an honorarium from the Apostolate Fund is given to the Holy Father.

-The Host Bishop and visiting Bishops receive honorariums from the Apostolate Fund as decided upon at the Central Council Convention Meeting.

-All Bishop's in attendance receive: two (2) nights lodging, round trip transportation, the Chaplain's Luncheon and Saturday evening banquet.

-These reimbursements come from the Apostolate fund.

-Diocesan Chaplains who attend the convention receive three (3) nights lodging, round trip transportation and the Saturday evening banquet.

-These reimbursements come from the Apostolate Fund.

-All other clergy in attendance will be hosted at the Chaplain's Luncheon.

-There is no reimbursement from Central Council for District Chaplains, Branch Chaplains or other clergy. Local Branches and Districts may opt to cover the expenses of their chaplains or other clergy

Employees and Bollettino Editor's Expenses

-Employees and the Bollettino Editor attending the convention receive their lodging and round transportation paid.

-Additionally, they receive the Saturday and Sunday evening banquets.

-These reimbursements are paid as a Central Council travel expense and will come from the convention budget within the General Fund.

Hotel and Miscellaneous Expenses

-The Convention Director will evaluate the final bill paid to the host hotel.

-When possible, all payments made to the hotel should be placed upon the I.C.F. corporate credit card.

-All checks for guest speakers, entertainment, etc. are to be made prior to the convention and given to the appropriate person (s) at the completion of their services.

National Charity Attendees

-A representative from the National Charity receives one (1) night lodging.

-Two (2) tickets to the Saturday evening banquet are offered.

New Branches

-The Convention Registration Fee will be waived in the year that a New Branch is formed.

-The President of a newly established Branch will have three (3) days lodging, round trip transportation and their Saturday evening banquet paid.

-These reimbursements match those of a Central Council Member.

-A Branch Chaplain of a New Branch will be reimbursed as a Diocesan Chaplain.

Profit/Loss Report

-The Convention Chairman, Grand President, Grand Treasurer and Office Staff will audit the final profit/loss report of the convention. A final version will be presented at the February Central Council Meeting.

Solicitors

Those who obtain advertisements for the Convention Souvenir Booklet shall receive a 20% (twenty percent) commission on the advertisement rate. Payment will be sent thirty (30) days after the convention.

ACCOUNTING SCHEDULE

DAILY

-Computer System Backups

WEEKLY

-Accounts Payable
-Central Council Expenses

-Hospital Claims - as they come in
-Bank Deposits

BI-MONTHLY

-Payroll - 15th and the Last Day of the Month

MONTHLY

-Employee Time Sheets
-Bank Statement Reconciliation
-Bishops' Days Donations
-Committee Report of Funds Available
-Bollettino Postage
-Update Branch Per Capita Payment Filer
-Checks to Gifts of Love Recipients (when supporting documentation is received)

-Investment Funds Update
-Financial Reports
-Calendar Winners
-Committee Report of Expenses
-Bollettino Advertiser Billing
-Update Branch Liability Insurance File

QUARTERLY

-Transfer Admin Fees to General Fund
-Verify Branch Liability Outstanding

-Verify Branch Per Capita Outstanding

YEARLY

JANUARY

-Employee Salary Adjustments

JULY

-Adjustment to Priest's Stipend

SEPTEMBER

-Pay I.C.F. Liability Bill
-Convention National Charity Check
-Convention Hotel Fee Checks

-Payment of 1st Year Scholarship Checks
-Convention Entertainment Checks

DECEMBER

-Backup File
-Ensure All Branches have sent in their portion of the Liability Insurance.

-Contact CPA for Review

YEARLY REVIEW CHECKLIST

Review the following with the CPA:

- _____ ***1099 Form Completed and Filed***
- _____ ***5500 Form Completed and Filed***
- _____ ***990 IRS Form Completed and Filed***
- _____ ***199 California State Charitable Registration Form Completed and Filed***
- _____ ***New Employees Hired***
- _____ ***Changes to Insurance/Benefits/Board Stipends, Other***
- _____ ***Review and Complete “Do To/From” Accounts***
- _____ ***Completed Adjustments to Stock Portfolio Values***
- _____ ***Other***

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