

**DES MOINES VALLEY FRIENDS
TREASURER & FINANCE COMMITTEE PRACTICES AND POLICIES
Approved March 18, 2026**

EMPLOYER IDENTIFICATION NUMBER (EIN)

Corporate Name: Des Moines Valley Friend Meeting; EIN: 42-6127019

ACCOUNTING METHODOLOGY

DMVF utilizes the cash basis method of accounting.

FISCAL YEAR

Des Moines Valley Friends Fiscal Year runs from January 1- December 31.

BIENNIAL REPORT

A Biennial Report needs to be filed with the Iowa Secretary of State in odd years. Currently Cindy Winchell is our Registered Agent.

Corporate Name: Des Moines Valley Friends Meeting

State of Iowa Business Entity Number: 593046

ACCOUNTS

DMVF has four accounts at Community Choice Credit Union, a checking account, a savings account, a Certificate of Deposit and an interest-bearing money market account. The treasurer has been tasked with managing the distribution of funds between accounts. Holding a savings account at the credit union is required, however, it is a non-interest-bearing account. Therefore, it has a nominal balance and any funds not held in the checking account or CD should be in the money market account.

There are typically at least 3 signers on the accounts, out of the following: the current Clerk, the Assistant Treasurer, the Treasurer and the Convenor of the Finance Committee. If there is an outside bookkeeper, they should have “read only” access to the online accounts.

SAFE DEPOSIT BOX

The Safe Deposit Box is located at Community Choice Credit Union at 700 E Lyon St, Des Moines, IA. Catherine Dietz-Kilen (as Finance Committee Convenor) and Charlie Brown (as co-Clerk) hold the keys.

DEBIT CARD

On rare occasions a payment needs to be made quickly, or a vendor doesn't accept checks. In these instances, upon request, the treasurer can facilitate payment by debit card. As with any disbursement, a request form must be provided. If someone other than a signatory on the account needs to use the debit card, they must submit a Debit Card Use Agreement (Appendix B) in addition to the request form.

WORKING WITH FINANCE COMMITTEE

In general, the treasurer is responsible for the day-to-day management of funds, and the Finance Committee is charged with managing the financial trajectory of the Meeting and other big picture issues. This allows the treasurer discretion in sorting out when to pay bills, which budget line to use for expenses that are less clearly defined, etc. When an issue starts to become larger than day-to-day, such as a missing check, or policy that is being questioned, the Convenor of the Finance Committee should be included in the discussions. Detailed responsibilities for the treasurer and assistant treasurer are listed at the end of this document.

FRIENDS HOUSE RELATIONSHIP

Des Moines Valley Friends and Friends House are two separate organizations. Friends House is the landlord of Des Moines Valley Friends. The lease between Des Moines Valley Friends and Friends House outlines the rights and responsibilities of the two parties and upholding the terms of the lease agreement is included in the Friends House bylaws. Recognizing the benefit of Friends House management we voluntarily contribute to a monthly business management fee.

The Friends House Manager ([@friendshousemanager@gmail.com](mailto:friendshousemanager@gmail.com)) sends bills for shared expenses, including but not limited to the following.

We Pay 1/3 of Total Bill

- Snow Removal/Lawn Care
- Property Damage and Liability Insurance
- Des Moines Waterworks
- Major groundskeeping expenses (e.g. tree removal)

We Pay a Set Amount

These are on autopay using BillPay.

- Electric (outside lighting) (\$12.16/month)
- Internet Service Provider (ISP) (\$20/month)
- Rent (\$12/annual, paid in January)
- Business Management Fee – voluntary payment (\$100/month)

We Pay 1/2 of Total Bill

- Elevator Repairs
- Fire and Elevator Inspections
- Fire Extinguisher fees

**REGULAR EXPENSES IN ADDITION TO FRIENDS HOUSE EXPENSES:
BUDGET LINES, FREQUENCY & PAYMENT METHODS**

Payments are made via debit card, autopay or BillPay to cover our expenses.

- Telephone (Tracfone) – quarterly; checking autopay
- Housekeeping (Clean Des Moines) monthly; recurring BillPay
- Utilities (MidAmerican Energy) - monthly; checking autopay
- Professional Liability Insurance – annual (Nov.); Online payment/checking debit
- Clerk & Treasurer’s Expense – CCCU safety deposit box; checking autopay
- Iowa Yearly Meeting (Conservative) - Payments to IYMC are made monthly, via recurring BillPay when funds are available, and sent to the IYMC Treasurer (currently Catherine Dorenbach) at her home address. She can be reached at xxxxxxxxxx.
- Outreach & Communications/Dreamhost Website – annual (October); Autopay.

EXCEL WORKSHEET TABS

Fund Summary	Budget Detail	Designated Fund
Contributions	CCCU Checking	CCCU Savings
CCCU Money Market	CCCU CD(s)	Year to Date Totals

BEGINNING OF FISCAL YEAR

At the start of the fiscal year the financial statement worksheet is updated to reflect the new budget.

END OF FISCAL YEAR

Unused budgeted funds at the end of the fiscal year will be zeroed out and returned to the General Fund. Exceptions to this rule include the budget lines of Peace & Social Concerns, Property Management Fund, and the Building Grounds Repair/Maintenance. The Peace & Social Concerns funds will be moved to the P&SC Designated Fund; the Property Management Fund and the Building Grounds Repair/Maintenance funds will be moved to the Designated Property Management Fund.

AFFILIATED CONTRIBUTIONS

Affiliated Contributions are donations to organizations that DMVF, over time, has chosen to actively support. Affiliated Contributions are made once the treasurer/finance committee deems receipts for the year exceed expenses sufficiently to comfortably make the donations.

REIMBURSEMENTS TO MEMBERS

Occasionally members will find it easier to pay for an item themselves and request reimbursement. We require a Donation/Sharing of Resources/Payment Request form and an itemized receipt, and the charges need to have been approved by the appropriate committee. As we recognize this is essentially a short-term, interest-free loan to DMVF on behalf of a member or attender, we attempt to complete reimbursements as quickly as possible once we receive the proper documentation. This form can be found on our website under the Members tab or can be requested from the treasurer.

SHARING FUND

The Meeting has a designated sharing fund which can be used to assist individuals and families in the community in times of unexpected need. The Ministry and Counsel Committee determines when it is appropriate to distribute money from the sharing fund, and the opportunity is open to members, attenders and others in the community.

The Meeting includes a line item in our yearly budget for the sharing fund. Donations may be designated specifically to the sharing fund. **Donations to the sharing fund cannot be directed by the donor to any specific individual or concern or treated as a pass-through fund.**

When a request for a disbursement is submitted by Ministry and Counsel from the sharing fund, the treasurer only needs the amount, address and recipient name. To protect the confidentiality of the recipient no reason needs to be given.

DOCUMENTATION OF BILLS/SHARING OF RESOURCES/REIMBURSEMENTS GOING OUT & TAX STATUS

The treasurer needs to be sure each expense has proper documentation before paying a bill. Donation/Sharing of Resources/Payment Request forms and receipts should be kept in a digital format. Committees need to submit a Donation/ Sharing of Resources /Payment Request form for their requested disbursements/sharing of resources. Once approved by the committee and submitted to the treasurer with proper documentation, no further approval is needed.

Committees are responsible for keeping a spreadsheet of designated fund/budget requests. A spreadsheet is available on the website under the Members tab for this purpose or upon request to the treasurer.

Tax Status. It is our current understanding that our tax status relies on (1) not making political donations; (2) not becoming a pass-through organization; and (3) donating only to other organizations in line with our mission.

TREASURER’S REPORT PROCEDURE

All accounts should be reconciled following the end of each month. Financial Reports are prepared to be presented at the Finance Committee meeting each month and are presented at the Business Meeting following the Finance Committee meeting. This is comprised of the Designated Funds Report, the Fund Summary Report and the Budget Detail Report. The document should be converted to a PDF before being distributed. Monthly financial reports are typically submitted to Business Meeting two months after the end of the given month – e.g. January is presented in March.

The Finance Committee Report is prepared as needed to accompany the Financials being presented at the business meeting, as well as to keep members abreast of any happenings of which they need to be aware. These should be sent to the Clerk in advance of Business Meeting.

WHO TO PAY IF INSUFFICIENT FUNDS POLICY

The Business Meeting has approved a process for who to pay first if there are insufficient funds in the General Fund to pay all creditors. Iowa Yearly Meeting (Conservative) is the last to be paid.

In May of 2021, the Finance Committee approved the following policy:

The DMVF treasurer is responsible for ensuring that the bills of the Meeting are timely paid from the funds of the Meeting. It is the policy of the Meeting that the treasurer first pay bills from funds received in the current fiscal year, but may, at the treasurer’s discretion, use funds from the Meeting’s general reserves, if necessary, to timely pay amounts due, and if by doing so, the Meeting’s financial well-being is not compromised.

RECONCILIATION

Rarely, the monthly financials don’t reconcile. If the discrepancy is \$5.00 or less and the treasurer has spent two hours trying to reconcile the discrepancy, the treasurer is authorized to note this as a “reconciliation error” in order to balance the month’s records. This discrepancy will be noted on line 30 of the Budget sheet.

CHANGES TO THE BOOKS OF A CLOSED YEAR

An expense or donation intended for the former fiscal year that has not cleared or been submitted will not be applied retroactively to the former fiscal year.

FRIENDLY AUDITS

The Finance Committee is charged annually with coordinating a friendly audit. The treasurer and assistant treasurer (and bookkeeper, as applicable) work together to prepare the documents and answer questions during the audit. Below is the list of reports requested at the audit:

From Treasurer:

- 1) Full set of Financial Reports for the Year
- 2) Full set of Monthly Statements from all Accounts.

From Accounting Records:

- 1) FY Designated Fund Report.
- 2) Budgeted Revenue & Expenses by Month.
- 3) Balance sheet for (a) a random month and (b) December 31.
- 5) Monthly Reconciliations of All Accounts for (a) a random month and (b) December.

DONATIONS

Contributions go to the general fund, unless otherwise designated.

DESIGNATED FUNDS

Designated Funds are intended to be used by designated committees that have them available after the committees have depleted their budget lines. Designated funds rollover to the next FY unless a specific sunset date has been set. On occasion the meeting can create a permanent or temporary designated fund as the work of the meeting allows.

Money can be donated to specific designated funds. Every designated fund is associated with a specific committee or under the care of the meeting, which will determine how the funds are spent. Donations to a designated fund cannot be directed by the donor to any specific individual or concern or treated as a pass-through fund.

DONATION POLICY**Acceptance of Memorials Gifts, Gifts Made in Honor of Others and for Proposed Projects****In August of 2021, the following was approved by Finance Committee & Business Meeting:**

Recognizing that simplicity is a Quaker value:

1. Des Moines Valley Friends Meeting will direct undesigned memorial gifts and gifts made in honor of others to the meeting's general fund.
2. Family or friends may suggest to donors that memorial/honorary gifts may be given for a specific budgeted purpose other than the general fund or to an already existing designated fund. Announcements in obituaries or other places that direct gifts to the meeting should clearly state the purpose and ask that gifts be directed accordingly. DMVF will make all reasonable efforts to honor such requests.
3. If a donor, or the family/friends of a person for whom memorial/honorary gifts to the meeting are being suggested, wishes those donated funds to be used for a purpose not already budgeted by the meeting, a request should be made in advance to add that purpose to the budget. Such a request should be made jointly to the Ministry & Counsel and Finance Committees, with final approval by the Business Meeting.
4. The names of the donors to memorial funds can be released to appropriate family members by request, at the discretion of the Finance Committee. The amounts of the donations should remain private.

DONOR PRIVACY POLICY

In 2021, the Finance Committee received approval from Business Meeting for a policy stating that donor information should be kept confidential and shared only as necessary. The treasurer and assistant treasurer necessarily have access to donor information and can make the determination to share donor information with the Clerk, Finance Committee or (in unusual circumstances) other members/attenders of Meeting at their discretion. If donor information is disclosed unintentionally (such as not redacting the information from a statement for the audit committee), the accidental disclosure shall be treated with grace.

The donor privacy policy applies not only to amounts donated, but also to the names of those who've donated, unless the donor chooses to make the information public.

END OF YEAR DONATION LETTERS

Each January the Treasurer will send to each donor a letter itemizing their donations as in-kind or cash for the previous year & listing the total. Donations received after December 31 but dated prior to January 1 will be recorded as follows: The funds will be recorded as received on the date they are cashed. However, for end-of-year donation purposes, those funds will be included in the year in which they were sent. See Appendix A.

DMVF JOB DUTIES FOR MEETING TREASURER, ASSISTANT TREASURER

Treasurer:

- Request BillPay checks for bills, reimbursement requests and committee disbursement requests. (Each request for payment must be accompanied by a receipt, if applicable, and a Donation/Sharing of Resources/Payment form.)
- Record payments, using current financial spreadsheets.
- Set up and manage auto payments.
- Reconcile account statements.
- Prepare monthly financial statements.
- Perform financial analysis, as needed.
- Record cash donations and in-kind donations.
- Prepare documents and participate in Friendly Audits.
- Manage balances of accounts.
- Prepare end of calendar year tax donor letters.
- Make sure that we stay in budget. (Don't forward a bill to be paid if it takes us over budget. Instead take to the finance committee.)
- Prepare documents for presentation at Finance Committee and Meeting for Worship with Attention to Business.
- Attend Finance Committee and Business meetings. (Business meeting responsibility can be shared with the Convenor.)
- Review accounts/statements for abnormalities.
- Work with members of Meeting to resolve any difficulties or concerns.
- Work with the Friends House Manager to address any difficulties or concerns.
- Prepare proposed budget with the input of the Finance Committee.
- Work with the Assistant Treasurer on issues that may arise, e.g. missing checks, checks undelivered or returned.
- Alert Convenor of any issues for Finance Committee to discuss.
- Alert Convenor, Clerk or Assistant Treasurer of more urgent issues.

Assistant Treasurer:

- Pick up and deposit donations from Meeting House.
- Record donations and email information regarding donations to Treasurer.
- Work with Treasurer on issues that arise (see above).

APPENDIX A

ANNUAL DONATION LETTER

Des Moines Valley Friends Meeting
4211 Grand Avenue
Des Moines, IA 50312

DATE

NAME(S)

ADDRESS LINE 1

ADDRESS LINE 2

CITY/STATE/ZIP

Dear FIRST NAME(S),

Thank you for your support of Des Moines Valley Friends Meeting! Our faith community would not be able to maintain a place of worship without the generosity of donors like you.

In 202_ we received the following contributions from you:

Cash Donation \$___
In-kind Donation \$___

Des Moines Valley Friends Meeting provided no goods or services in exchange for these contributions.

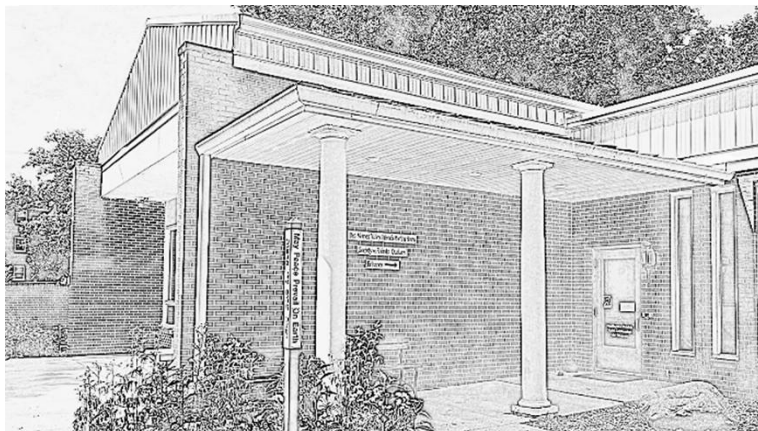
Again, we are truly grateful for your support and wish you a year filled with peace, joy, and good health.

Best regards,

Katie Jacoby

Treasurer, Des Moines Valley Friends Meeting

Des Moines Valley Friends Meeting is a 501(c)(3) Nonprofit Corporation
EIN #42-6127019



APPENDIX B

DES MOINES VALLEY FRIENDS MEETING DEBIT CARD USE AGREEMENT

Date: _____ Name: _____

I am requesting approval to use the debit card to spend up to the following amount (If estimating, request approval for the highest amount you anticipate spending, including shipping and sales tax):

\$ _____

Intended Vendor: _____

I have received the Des Moines Valley Friends Debit Card and/or account information indicated above. I understand the above listed debit card is the property of Des Moines Valley Friends Meeting and I am a "Temporary User". By my signature on this Debit Card Use Agreement, I agree to comply with and be bound by the following conditions:

- I understand purchases using the debit card must be approved by the Treasurer or Assistant Treasurer and must directly relate to the functioning of the Meeting.
- I understand a Donation/Reimbursement/ Payment Request form must be submitted prior to use.
- I understand the debit card may not be used for cash or cash equivalent withdrawals.
- I understand the debit card is not for personal use.
- I am responsible for the security of the physical debit card as well as protecting the information on the debit card to prevent possible fraud.
- I am the only individual who has permission to use the debit card.
- I will submit itemized receipts for all purchases using the debit card.
- I will return the debit card to the Authorized Owner following completion of the purchase as soon as is reasonably possible.
- I will notify the Authorized Owner of the DMVF Debit Card immediately in the event of the debit card or account information being lost or stolen.

Temporary User Signature _____ Date _____