

7-11-22

## FINANCIAL PROTOCOL – REQUEST FOR FUNDS

### GENERAL INFORMATION:

1. The Finance Committee shall, prior to or during January of each year, prepare and present a budget for the year. The budget shall be approved or amended and approved by the Executive Committee. However, any amendment shall require a two-thirds vote of elected and appointed members of the Executive Committee. A final budget will become a permanent document and be presented verbally to the BCRP.
2. All requests for funds, final budgets and any other financial forms shall be kept as part of the permanent record to be kept and maintained by the Treasurer and shall be kept for 5 years. (Per NADC)
3. The only person authorized to use the debit card for paying for any expense is the person to whom the debit card was issued /whose name is on the card.
4. All expenditures shall have proof of expense in the form of paper or electronic receipt.

### REQUEST FOR FUNDS:

5. All request for funds shall be made on the Request for Funds form.
6. Once the request for funds is approved, and the expenditure is made, the requestor must submit an itemized receipt within 3 business days to the Treasurer.
7. All requests for quotes from a vendor/business shall be solicited to at least 2 businesses. All quotes shall be received in writing (hard copy or electronic). Republican owned businesses should be utilized if possible. If the quote is less than a \$20 difference from a non-Republican owned business, the Republican owned business shall be utilized.
8. All requests for vendor quotes will ensure the vendor is aware that the request is being made on behalf of the BCRP.
9. All Vendors who give a donation or an in-kind donation shall be advised that their donation is to a political committee and is not a tax deduction for the vendor.
10. All in-kind donations to any BCRP member shall be reported to the Treasurer within 3 days of the donation being received. The Donor's name, address, date of donation and description and cost of the in-kind donation shall be provided.
11. All quotes from vendors shall be submitted to the Executive Board via the Request for Funds form either electronically or by hard copy. The Executive Board shall approve or deny the vendor requests within 7-10 business days of the request. The requestor will be notified of the Board's decision via the signed Request for Funds form which will be returned to the requestor.

### EMERGENCY EXPENDITURES:

12. No emergency funds request shall be approved without the Treasurer's authorization – as the Treasurer will always know the balance of bank account, outstanding expenditures, the budget, and regulations of spending per NE Republican Party and NE Accountability and Disclosure Center.

13. Emergency requests should be infrequent. In the event of an emergency, the following protocol shall be used to request funds:
  - a. Any request for funds under \$100 may be approved by the Treasurer and one other Executive Board Member.
  - b. Any request for funds over \$100 shall require two-thirds of the Executive Board's approval.
14. In the event the Treasurer is unavailable by phone, text or email, another member of the Executive Board may proceed in approving the request by using the following protocol:
  - a. Under \$100: One of the two Board Members approving the request shall send an email to the Treasurer within 2 business days with the receipt of the expenditure and the names of the two Board Members who approved it.
  - b. Over \$100: The requestor will notify all Executive Board Members via email of the itemized expenditure request. To authorize said funds, two-thirds of the Executive Board must approve the request by responding to said email. The Request for Funds form shall be submitted by the requestor to the Treasurer within 2 business days along with the email chain of approval.

“Request for Funds form” will be located on the BCRP website – [buffalocountygop.org](http://buffalocountygop.org)

An in-kind donation is the transfer of any other type of asset. In-kind gifts are contributions of goods or services, other than cash.

All financial decisions shall be made in accordance with Nebraska Political Accountability and Disclosure Act (NADC) and shall not contradict the NE GOP State Constitution that is adopted for the year when the expense was incurred.

Approved by Executive Board on 7-11-22