



## WOMEN OF PURPOSE INTERNATIONAL NETWORK

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### CHAPTER FINANCIAL POLICY

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**Description:** This policy will provide guidance on how the financial transactions will be handled within every recognized chapter of the Women of Purpose International Network.

**Purpose:** This policy is necessary to describe and identify how each chapter within WOPIN will handle financial transactions and maintain fiduciary requirements.

#### POLICY

- I. Treasurer selection/tenure
  - a. Treasurers will be nominated by the State coordinators, and will be approved by either the Regional Directors or the Executive Global Director
  - b. Treasury tenure will be determined by the State coordinator
- II. Chapter accounts
  - a. Accounts will be used to fund chapter and global projects
  - b. To be monitored by the State coordinator and treasurer
  - c. Temporary accounts established by pre-paid card use
  - d. Checks presented will be sent into to corporate fund and chapter will be credited for check amount
- III. Corporate Fund contributions
  - a. Percentage contributed will be based on account balances
  - b. State coordinators will approve final amounts for contributions monthly/quarterly
- IV. Account auditing procedures
  - a. Quarterly report to be prepared for Regional Director review
  - b. State coordinators will assist treasurers in report preparation
- V. WOPIN accounts
  - a. WOPIN named accounts to be created for every chapter
  - b. Date for opening will be determined later by the corporate office

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