

## **2603FIN01 – Motion to Update Financial-related Policies and Procedures**

**Motion:** as recommended by the joint Finance-Governance Subcommittee for Financial Policies, to amend the following Pacific Swimming Policies and Procedures to reflect existing internal policies and practices. Along with other minor changes, the major changes include:

1. P&P Section II, Budget & Finance, completely replaced, showing where the current language was moved, retained, modified, deleted, or replaced.
2. Major additions to P&P Section V, Travel Expense Reimbursement.
3. Major revisions to P&P Section XV, Records Management.

**DETAILED CHANGES** (all omitted subsections are unchanged by this motion):

### **POLICIES & PROCEDURES**

#### **SECTION I**

#### **GOVERNANCE**

##### **B. Board of Director and Executive Committee Meetings**

[1. - 2. unchanged]

3. All members and staff of the Pacific Swimming Board of Directors, Zones and committees shall complete a “Statement of Principles on Ethical Behavior and Conflict of Interest” prior to beginning of their term of service and annually thereafter. Forms shall be kept on file by the Secretary or Chair of the respective organizations.

#### **SECTION II**

#### **BUDGET AND FINANCE**

**[COMPLETE SECTION REPLACEMENT - old sections/language noted in purple]**

##### **A. General Policies**

1. All Pacific Swimming financial records shall be maintained on an accrual basis in full conformity with Generally Accepted Accounting Principles (GAAP).
2. Financial duties ~~should~~ shall be distributed among multiple people to help ensure protection from fraud and error.
3. ~~[OLD II.A.7.]~~ Execution of any deed, mortgage, bond, contract, agreement, or other instrument valued in excess of \$5000 or more in value shall be:
  - a. authorized by the General Chair and the Finance Vice Chair, or two other officers or agents expressly delegated by the Board of Directors, and
  - b. verified, prior to signature, by the Finance Vice Chair to ensure the terms and payment conditions of any obligation can be fulfilled by Pacific Swimming.

- c. Upon execution of any such agreement, a copy of the signed agreement shall be provided to the Finance Vice Chair.
4. An LSC Financial Assessment shall be conducted in even-numbered years with an outside accountant to ensure that internal controls and financial procedures are being observed and followed correctly.
5. Pacific Swimming shall conduct general banking and investment activity only with financial institutions that are members of the Federal Deposit Insurance Corporation (FDIC).
6. There shall be no separate checking bank accounts for projects carried out under the direction of any committee. All funds shall be received and disbursed by, and on behalf of, Pacific Swimming or its Zones.
7. Authorized Representatives on LSC and Zone bank accounts shall be the General Chair, the Administrative Vice Chair, Finance Vice Chair and Treasurer, unless any such person is paid staff. Authorized Users on Zone bank accounts shall be the Finance Vice Chair, the Zone Chair and the Zone Treasurer. The LSC and Zone Boards of Directors shall recognize in their respective meeting minutes who is authorized to sign on their bank accounts, by name and position.
8. All bank loans, lines of credit, overdraft facilities, letter of credit arrangements or other financing requirements must be approved by the Finance Vice Chair and the Board of Directors prior to their inception.
9. The Staff Treasurer and Finance Vice Chair shall be responsible for preparing all financial statements and reports required by Pacific Swimming Bylaws, Rules & Regulations, and Policies & Procedures. All such documents shall be distributed and posted in PDF format.
10. Retention and destruction of budget and financial records shall follow Pacific Swimming Records Management policies and procedures.

## **B. Budgets**

1. ~~[replaces OLD II.A.1. in part]~~ All expenditures in the name of Pacific Swimming shall be governed by the following line-item budgets developed by the Budget Committee, approved by the Finance Committee and Board of Directors, and adopted by the House of Delegates.
  - a. annual operating budget
  - b. annual Investment Fund expenditure budget
  - c. quad (4-year) projected budget.
2. Proposed budgets for the next fiscal year shall be timely developed, approved, and posted for review and adoption by the spring House of Delegates meeting during the current fiscal year.
3. The Board of Directors and the Finance Vice Chair shall be responsible for implementing and enforcing the approved budgets.
4. ~~[OLD II.A.1. in part]~~ The House of Delegates has authorized the Board of Directors to adjust budget items provided they remain within the total annual budget figure. Changes of up to 10% of budgeted amounts for programs already approved shall be handled administratively by the Finance Vice Chair.

## **C. Payables**

1. Appropriate authorization shall be obtained prior to ordering goods or services. In no event shall payment be made prior to receiving proper authorization.
2. An invoice submitted for payment by Pacific Swimming shall be the original or a PDF copy. Vendor statements shall not be processed for payment.

3. Expenses not invoiced shall only be paid after receipt of a properly authorized Payment Request for Reimbursement or Services Provided form and/or other authorized supporting documentation. Such payments may include but are not limited to budgeted or authorized honoraria, stipends, per diem allowances, travel support, staff or volunteer expense reimbursements or vendor payments, contracts, or prepaid items related to Pacific Swimming events (hotel deposits, catering, event registrations, etc.)
4. ~~An outside accountant shall review payments made via any automated payment software system prior to release by an authorized signer.~~
5. Approval from two authorized individuals shall be required for payments of \$5000 or more. For Zones, payments of \$5000 or more require two signatures. By their approval, the approvers are also certifying that the transaction is within budget, financially prudent, and no conflicts of interest exist.
6. ~~[OLD II.A.8.]~~ Prior to the payment to any individual, organization or corporation for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer (or delegate) or Zone Treasurer. These services may include honoraria or stipends for coaches and chaperones, timing, computer operations or similar activities.
7. Staff are reimbursed for expenses incurred during the execution of their required duties. All requests shall be accompanied by a description of purpose of the activity with documentation, and shall be approved by the Finance Vice Chair or General Chair.
8. Volunteers requesting reimbursement shall submit a description including activity name, items purchased and the purpose. The request shall be accompanied by supporting documentation.
9. A check shall not be signed by the same person who authorized the payment. No person shall authorize or sign a payment if they are also the payee or the sole beneficiary of the requested payment.
10. Under no circumstances shall checks be signed that are blank, incomplete, or not accompanied by all required supporting documentation and authorization.
11. Credit and debit card purchases not pre-approved in the budget shall be approved in advance by an authorized officer. Credit and debit card purchases shall be properly supported by required documentation, and shall be made only by the named card holder.
12. Requests for wire transfer payments shall have the same number and level of approval signatures as would be required for payment by check. Approvals may be via electronic communication, and shall also be accompanied by explanation of the payment including an invoice, and a copy of the scheduled wire receipt.
13. ~~[OLD II.A.3. and -6.]~~ Members, staff, and authorized volunteers of Pacific Swimming shall follow the applicable Pacific Swimming Travel Expense Reimbursement ~~Policy~~ section(s) of these Policies and Procedures.
14. ~~[OLD II.A.2.]~~ The minimum requirements for a club submitting a grant application receiving a Pacific Swimming grant award shall be:
  - a. The club shall be in good standing
  - b. ~~A delegate or representative shall attend the bi-annual House of Delegates meetings.~~
  - b. The club shall meet all other grant eligibility requirements stated in the grant announcement
4. ~~[OLD II.A.4. -deleted, covered by new V.A.4.a.]~~ A coach who applies for Pacific Swimming support to attend any USA Swimming event shall be a current certified coach member of Pacific Swimming

5. ~~[OLD II.A.5. Moved to Senior Travel Support section V.F.5.]~~ Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.
6. ~~[OLD II.A.6. deleted, redundant]~~ Clubs requesting travel support shall meet the requirements found in the Senior Travel Support Guidelines.
  - a. ~~[OLD II.A.6.a. Moved to Senior Travel Support section V.F.2.e.]~~ Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.

#### **D. Receivables**

1. Invoices issued by Pacific Swimming shall be paid within 15 days of the invoice date, after which late fees may be imposed.
2. The following forms of payment shall be acceptable to be received by Pacific Swimming and its Zones:
  - a. Checks, which should be inspected for authenticity and deposited promptly
  - b. Electronic Wire Transfer
  - c. ACH Transfer
  - d. Credit or Debit Card via a bank payment processing system
  - e. Zelle, which is the only authorized mobile payment method and may only be used for MEFAP payments or for emergencies approved by the Finance Vice Chair
  - f. **Cash, subject to the appropriate cash handling procedures.**
3. The following forms of payment shall be unacceptable and are prohibited from being received by Pacific Swimming and its Zones:
  - a. Mobile payment methods other than Zelle, including but not limited to PayPal, Venmo, Apple Pay, Cash App, and Google Pay.
4. Cash Handling Procedures
  - a. Cash receipts shall be issued to acknowledge transactions.
  - b. Segregation of duties: different people should be responsible for different parts of the cash handling process, such as authorizing transactions, recording transactions, and custody of funds.
  - c. Cash should be counted by two individuals in a secure, non-public area, and the count should be recorded.
  - d. Cash shall be kept in a secure location, such as a locked safe, accessible to a limited number of people.
  - e. Cash shall be deposited intact directly into a secure bank account. Converting to a check, changing denominations, etc., is not permissible.
  - f. Cash reporting: Information about the source of cash transactions should be recorded with the deposit record and stored like all other financial records.
5. ~~[OLD II.A.10.]~~ Unrestricted or restricted contributions in the form of cash, securities or value-in-kind shall be recognized at fair market value and recorded as such. Donor contributions that have stipulations shall be recorded as restricted assets and shall only be used for the purpose as stipulated. Contributions without any stipulations shall be recorded as general assets and may be used for any purpose in line with Pacific Swimming's objectives after approval by the Board of Directors.

## **E. Capital Equipment** ~~[OLD II.A.9. included]~~

1. Capital equipment shall have a useful life in excess of one year (including computer software), and an installed cost of at least \$4000 (\$5000 for leasehold improvements).
2. All capital equipment shall be recorded under the Pacific Swimming Equipment or Zone Equipment Inventory.
3. All capital equipment inventoried shall be subject to a straight-line depreciation schedule based on the expected life of the equipment.
4. All capital equipment in inventory shall be insured at replacement value.

## **F. Audit and Tax Filings**

1. The Finance Vice Chair shall annually engage an independent CPA to conduct an audit, and audited financial statements shall be presented to the Board of Directors and the House of Delegates.
2. IRS Form 990 (Return of Organization Exempt from Income Tax) and California Franchise Tax Board Form 199 (California Exempt Organization Annual Information Return) shall be filed annually.

## **G. Unclaimed Property**

1. Uncleared payments issued by Pacific Swimming for goods and services, refunds and other considerations shall be void after sixty days. A payment reissue fee may apply.
2. Checks issued by automated payment software shall be void after ninety days. A payment reissue fee may apply.
3. Stop payment orders may be issued for checks lost in the mail or other valid reasons.
4. ~~[OLD II.A.11.]~~ Pacific Swimming shall comply with all applicable state unclaimed property (UP) statutes. Reports shall be filed in the owner's last known state of residence. If no address is available, property shall be reported to Pacific Swimming's state of domicile. The Finance Vice Chair approves policy and ensures resources for compliance. The Treasurer is the UP Coordinator, maintains compliance calendar, prepares reports, coordinates due diligence, and serves as primary contact with state administrators. LSC Staff and Zone Treasurers are to identify potential unclaimed property and escalate to UP Coordinator, and the Audit Committee provides annual oversight and review of compliance. The annual compliance cycle will be followed. Negative reports shall be filed where required. Any deviation from this policy requires written approval from the Finance Vice Chair and must be supported by applicable legal authority.

## **H. Data Security**

1. Only authorized individuals shall have access to the financial systems and information of Pacific Swimming.
2. Users shall never disclose their logons or passwords, or allow access under their account while signed in, to any other individual. Users shall log out of the systems when leaving sensitive information unattended. Users shall also ensure that screen displays of confidential information cannot be viewed by unauthorized individuals at any time.
3. Upon termination or leaving office, a user's access to every Pacific Swimming financial system shall immediately be disabled.
4. Electronic copies of all financial and business documents shall be uploaded and stored in a secure cloud-based file storage system approved by the Finance Committee. Access to files shall be limited to relevant Staff and Executive Board positions.

5. Financial data not already in cloud-based storage shall be backed up at least monthly after month end close to a cloud-based storage system or a separate portable hard drive.
6. All Pacific Swimming staff files and documents shall be backed up at least monthly to a secure cloud-based storage system approved by the Finance Committee and the Board of Directors.

## SECTION III

### FEES

#### H. Financial Fees

[1. - unchanged]

2. The maximum service charge for a stopped check ~~or shall be \$50. The maximum service charge~~ to reissue lost or stale dated checks not cashed shall be ~~\$50.~~ (9/17/25)
  - a. First reissue - \$25 fee deducted from the ~~reissued original~~ check amount
  - b. Second reissue - \$50 fee deducted from the ~~reissued original~~ check amount
  - c. Third reissue - \$100 fee deducted from the ~~reissued original~~ check amount

## SECTION V

### TRAVEL EXPENSE REIMBURSEMENT

#### A. General Travel Expense Policies

1. Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy, ~~which is subject to change due to financial constraints as determined by the Board of Directors.~~
2. All travel arrangements shall be made with the advice and consent of the Finance Vice Chair. Any travel not approved as part of the budget process shall be approved by the Board of Directors prior to making travel arrangements.
3. ~~NOTE:~~ This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.
4. To be eligible for Financial Assistance or Reimbursement the individual shall ~~adhere to the following meet the following criteria:~~
  - a. Be a member in good standing of USA Swimming ~~from and~~ Pacific Swimming ~~and~~
  - b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy
  - c. Attend the event in its entirety or as specified below
  - d. ~~NOTE:~~ Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.
  - e. ~~Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.~~
  - e. Cash advances shall not be provided for travel expenses.

- f. Any combined personal travel, and/or accompanying travelers not on Pacific Swimming business, shall be at the sole expense of the traveler(s) and shall not increase the expense to Pacific Swimming.
- g. Reimbursement for use of a personal vehicle in lieu of air travel that would otherwise be reimbursed by Pacific Swimming shall not exceed the approved airfare amount, and shall comply with the applicable policies for Other Authorized Travel in this section.
- h. Requests for travel reimbursement or assistance shall be submitted within 60 days of the last day of the event or of travel, whichever is earlier, accompanied by the required receipts and/or other documentation and authorizing signature(s).

**BA. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings**

[NO CHANGES]

**CB. USA Swimming Workshops**

[NO CHANGES]

**DC. Travel and Lodging Assistance for Officials**

[NO CHANGES]

**ED. Travel Assistance for Athlete Representatives** (this section reserved for future use)

**FE. Senior Travel Support Guidelines**

2. The following requirements shall be met for all levels of travel support:

[a. - d. unchanged]

- e. ~~{OLD II.A.6.a.}~~ Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.
5. ~~{OLD II.A.5.}~~ Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.
65. For additional information or questions, see the Pacific Swimming web site, Rules and Regulations, and Senior Committee

**G. Other Authorized Travel**

1. Travel expense reimbursements for activities not otherwise addressed in these policies and procedures shall comply with the applicable General Travel Expense policies at the beginning of this section, and with the following:
  - a. Pacific Swimming shall pay for reasonable travel expenses, including lodging and per diem, that are incurred by staff and volunteers in the performance of their duties for Pacific Swimming.
  - b. A copy of these policies and procedures shall be provided to all staff and volunteers who travel or who approve travel expenses on behalf of Pacific Swimming.
  - c. Use of a personal vehicle may be reimbursed for toll charges, parking, and IRS-approved mileage rates if pre-approved by the Finance Vice Chair. Only one person per vehicle may claim reimbursement.
  - d. Expenses for taxis, shuttles, vehicle rentals (with prior approval), or public transportation for business purposes are reimbursable with receipts. Hotel incidentals shall not be reimbursed.

## SECTION XV

### RECORDS MANAGEMENT

#### C. Retention, Destruction and Turn-over

1. The specific responsibilities of the elected officers, committee chairs, and relevant staff ~~and Committee Chairs~~ are as follows:

[NO OTHER CHANGES]

#### E. Minimum Retention Periods and Turn-over Requirements for Specific Categories

1. Pacific Swimming has established the following retention and destruction policies and schedules, ~~in order to ensure legal compliance and/or other objectives. Several categories of documents that warrant special consideration are identified below.~~
  - a. **Organizational Documents** shall be retained permanently. Organizational records include Pacific Swimming's articles of incorporation, bylaws, board minutes, business licenses, legal and tax correspondence, tax returns and working papers, lease/mortgage records, and IRS Form 1023 Application for Exemption. IRS regulations require Form 1023 shall be available for public inspection upon request.
  - f. **Banking and Accounting.** ~~Accounts Payable ledgers and schedules~~ Records shall be kept for not less than seven years except for the following. general ledger, general journals, annual financial statements, fixed asset purchases, and depreciation schedules shall be retained permanently. Bank reconciliations, ~~bank statements,~~ deposit slips and checks (unless for major payments and purchases over \$5,000) shall be kept for not less than three years. ~~Any inventories of products, materials, and supplies and any invoices shall be kept for not less than seven years.~~
  - h. **Contracts.** Final execution copies of all contracts entered into by Pacific Swimming shall be retained permanently. ~~Pacific Swimming shall retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.~~
  - i. **Audit Reports Records.** ~~External audit reports~~ shall be kept permanently. ~~Internal audit reports shall be kept for not less than three years.~~
  - k. **Marketing and Sales Documents.** Pacific Swimming shall keep final copies of marketing and sales documents for three years, unless they fit one of the other document categories in this section. ~~Exceptions to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documents. These documents shall be kept for at least three years beyond the life of the agreement.~~

#### F. Electronic Documents and Mail

[1. - unchanged]

~~2.—Pacific Swimming shall maintain a document retention and destruction schedule (see Appendix).~~

**SECTION XIX**  
**LEAGUE ADMINISTRATION**

**G. Financial Responsibilities (9/18/2024)**

1. For Sanction Only League meets, Pacific Swimming shall generate an electronic invoice for the sanction fee and email it to the meet director within 3 days of sanction issuance. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.
2. For League meets that charge a Flat Fee, the Meet Summary report must be emailed to <mailto:msr@pacswim.org> no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director or designee no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet. Fees due are as specified in Section III of these Policies and Procedures.