# MPC-Foundation-Color-CMYK-New_Horizontal-cropped

# Cash and Cash Equivalent Policy

The cash resources of MPC Foundation may be secured in any combination of traditional bank checking or savings accounts; money market accounts; short-term brokerage accounts; petty cash funds; or digital payment balance accounts. All such account statements will be reconciled monthly to the General Ledger. Paper or electronic statements will be presented along with reconciliation reports to the ED for review and approval.

## BANK ACCOUNTS

* The MPC Foundation will preferentially secure funds in financial institutions that are insured by the FDIC or NCUA. No such account may carry a long-term balance over the FDIC/NCUA insured amount.
* The Executive Director and at least one designated Board member shall be the signatories on all MPC Foundation’s bank and brokerage accounts. The ED shall authorize and sign all check disbursements, and may sign via a signature stamp that resides securely with the Accounting Manager. Checks exceeding $5,000 require a second signature by an authorized signatory.

## PETTY CASH FUND

* The MPC Foundation strongly prefers to pay obligations via check or bank card. However, a Petty Cash (PC) Fund shall be established in the amount of **$200.00** from unrestricted funds to accommodate cash emergencies.
* Petty Cash may be used for incidental purchases of $50.00 or less. All such purchases shall be pre-approved by the Executive Director or the President or Treasurer of the Board of Directors. If time does not permit pre-approval, petty cash may be requested from the Accounting Manager. If approval is not subsequently granted, funds expended will be owed to the Foundation.
* The Petty Cash Fund will reside with the Accounting Manager in a secure location and shall be reviewed as necessary for a renewal of cash. The Petty Cash Fund shall not fall below $5.00.
* The Petty Cash Fund will be treated as a Bank Account within the Financial Accounting system, and will be reconciled and presented to ED for approval like other Bank Accounts

## DIGITAL OR ONLINE PAYMENT BALANCE ACCOUNTS

* While, the MPC Foundation prefers to meet its obligations via check or bank card payments, management may also establish accounts with digital/online payment services that retain a small temporary balance for contactless disbursement and receipt of funds. Examples of such services include *PayPal*, *Venmo*, and *Zelle*.
* The Executive Director shall be the nominal account holder for such digital/online accounts.
* Any such account will be treated as a Bank Account within the Financial Accounting system, and will be reconciled and presented to ED for approval like other Bank Accounts
* The Accounting Manager will closely monitor the balances in digital/online accounts to ensure adequate funds for anticipated disbursements while minimizing uninsured exposure risk.