

**The Guilds of the Santa Fe Opera, Inc.
FINANCIAL REVIEW COMMITTEE
Standing Rules***

General:

The purpose of a financial review of both the Guilds, Inc. financial records and of those of the member guilds is ultimately to protect the integrity of all guilds' Treasurers, Presidents, and their Boards of Directors.

Transparency is important: all members of all guilds should be assured that the financial affairs of the Corporation and its member guilds, which have control of their individual financial affairs, are being conducted according to common standards of bookkeeping and reporting.

The Guilds, Inc. Board of Directors, via the Bylaws or Standing Rules of the organization, may approve specific formatting guidelines and formats in line with IRS and State of New Mexico tax reporting requirements.

Common procedures to be followed by all member guilds:

- a) Receipt of bank statements: Member guilds and Guilds, Inc. must maintain a bank account (ideally with a New Mexico bank) which is able to issue end-of-calendar-month statements, and no organization may maintain an account with a bank unable to do this.
- b) Records are to be kept in one of the following ways. Ideally, a treasurer should be able to use one of the two following pieces of software:
 - 1. QuickBooks (even Quicken is OK for limited reporting)
 - 2. MS Excel spreadsheetIn a situation where a treasurer is unable to use such software, a recording format similar to that required for member guilds' reports to Guilds, Inc. shall be used.

- b) Computer software: If a member guild does not own either piece of software, it shall purchase one of them for use by a treasurer who is sufficiently capable of using it.

- d) Deposits of proceeds from memberships or specific income-producing events:
A record of every deposit shall be maintained in the form of a copy of a deposit slip provided by the bank and stamped with, or in some other way indicating, the date and amount received.

Guilds, Inc. and member guilds should order deposit slips in booklet form whereby a carbon copy is provided. This allows for the carbon copy, which shows each individual check listed, to be stamped by the bank in acknowledgement of receipt. More importantly, it gives each treasurer an exact record of the sources which make up that deposit.

- e) Deposit of cash received:
Where income is received in cash from memberships or for any other reason, cash deposit slips should be accompanied by a list of names of those who paid in that manner, the amount they paid, and the purpose of the payment. More importantly, it gives each treasurer an exact record of the sources from which that deposit come.
- f) Financial reports to the Board of Directors of member guilds and Guilds, Inc.:
Member guilds reports to their Boards: Regardless of the frequency of member guilds' Board meetings, the treasurer of each organization shall present a written report of financial activities for the previous calendar month to all members of his/her Board of Directors following reconciliation with the bank statement.

Member guilds' reports to Guilds, Inc.: In accordance with the Guilds, Inc. bylaws, member guilds shall provide the Guilds, Inc. Treasurer with a quarterly report using a format supplied by the GI Treasurer.

Guilds, Inc. reports to its Board of Directors: The Treasurer shall provide a written financial report to the President of Guilds, Inc. on a monthly basis following reconciliation. In addition, any member of the Board of Directors of Guilds, Inc. may request a copy.

A few days prior to a quarterly meeting of the Board of Directors, the Guilds, Inc. treasurer shall prepare a report for the fiscal year to date. This shall be distributed to the board at the meeting.

Guilds, Inc. quarterly reports: The Guilds, Inc. Treasurer shall prepare and distribute a copy of his/her quarterly report within 30 days of the end of each quarter to each member guild President and Treasurer, who may distribute it to their Board of Directors.

Responsibilities:

In conducting a **two**-year financial review, committee members shall examine the previous fiscal years' records with the treasurer present (or responsible treasurer for the time period in question, if at all possible) who shall provide all of the following:

- a) Bank statements for the fiscal year in question, with a copy of the statement from the previous September available to verify the end-of-year balance (subject to adjustment for uncashed checks written that month).
- b) Copies (or originals, if provided by the bank) of all checks written during the year. (Many banks only show a reduced-size image as part of the statement).
- c) Reconciliations of all monthly statements with hand-written or computerized records.

The Financial Review Committee shall share the results of both the Corporation and member guild reviews with the President and Board of Directors of the Corporation. This report does not necessarily have to be in writing.

- Approved by the Board of Directors, Guilds, Inc. on March 2, 2019.