

## Minimum standards for state SkillsUSA associations on fiscal responsibilities

NOTE: All States should meet 80% of the Standards

(Approved by the State Association Directors and SkillsUSA Board of Directors – August 2001)

State Association: \_\_\_\_\_

State Director: \_\_\_\_\_

<b>Standards</b>	<b>Meets Standard (X)</b>	<b>Will Meet Standard (Year)</b>
1. An annual budget is approved by one of the following: a. Board of directors b. Advisory committee c. Committee appointed by the state education agency consisting of at least three individuals who do not administer funds.		
2. At least quarterly financial reports are provided to the group that approves the budget, showing budget variations.		
3. A complete, annual financial report, which has been independently audited, is provided to all boards, advisory committees, members and donors, as well as the National office of SkillsUSA.		
4. All funds raised under the collective name of "SkillsUSA" (all states and national) are used by the SkillsUSA organization for the purposes of SkillsUSA.		
5. All state-level SkillsUSA entities (those using the "SkillsUSA" name, including foundations) report all receipts and disbursements to the national office for SkillsUSA for reporting to the IRS on SkillsUSA Form 2 no later than October 15.		
6. Funds are maintained under state association policy, approved by one of the groups in item No. 1 to include at minimum: a. Establishment of bank accounts by resolution of group empowered in No. 1 above under the state association's federal identification number. b. Reporting as described in No. 3 above. c. Invoice approvals by someone other than check signers. d. Required two signatures on all checks. e. Opening and reviewing of all bank statements, using three individuals (excluding any person responsible for actual check writing) on a set pattern of rotation. f. All financial books are kept according to accepted accounting standards.		
7. No funds can be transferred to another organization or entity for use without express-written approval by the SkillsUSA board or advisory committee as described in No. 1 above, and in such case, that entity must be a SkillsUSA entity with the same SkillsUSA purposes. In such cases, a "combined" report of the two entities will be submitted to the National Office for IRS reporting.		
8. Any state association, which makes solicitations for charitable contributions, shall meet the "Standards for Charitable Solicitations of the Council of the Better Business Bureau, Inc."		
9. Abides by state laws for nonprofits.		
10. Maintains appropriate liability insurance coverage.		
11. Establishment of a strict policy limiting the use of and authority for the use of credit cards that include the following stipulations: All purchases using the credit card must be for the sole purpose of the organization and not personal. a. All receipts are turned into the person responsible for the accounting function within seven days of the purchase with written explanation. b. Someone other than the cardholder must review all purchases regularly; compare monthly billing with the credit card receipts for validity. c. Any and all abuses of the use of the credit card must be reported to the governing body identified in No. 1 above immediately		
12. Establishment of a strict policy that forbids any and all uses of organization funds, whether cash or checks, for personal or any use other than the expressly for the benefit of the organization.		
13. All financial records must be open for inspection by any professional member, board member and or state education agency personnel that have direct interest in or supervise		

the operation of the organization.		
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