

February 1, 2018

UNNC / STANDARD OPERATING PROCEDURE FOR PAYMENTS

In consideration of the following paragraphs from “**Section 2: Duties and Powers**” found on pages 8 and 9 of the document titled “**BYLAWS for UNITED NEIGHBORHOODS OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL (UNNC):**”

D. Treasurer - All funds supporting activities of the Council shall be administered by the Treasurer, who shall also serve as the Council chief financial officer. He/she shall have such other powers and perform such other duties as may be prescribed by the Board, the Financial Accountability Guidelines or the Bylaws.

E. Signatory – The Signatory shall be responsible for making UNNC expenditures via City provided purchase/credit/debit cards, checks drawn on a UNNC checking account provided by the City, or demand warrant requests submitted to the City. The Signatory shall ensure that funds are expended in accordance with Department and UNNC policies, budgets, and approvals. The Signatory shall maintain orderly receipts and/or invoices for all transactions and submit them to the Department and the UNNC Treasurer monthly.

The following step-by-step instructions shall be considered the **Standard Operating Procedure for Payments** (herein **SOP**).

1) Upon the Event or Project being approved by the Governing Board, Event Chair is to email invoices with contact information of Vendor (email address, physical address, and phone number) to Signatory and inform Signatory when Vendors need to be paid. If Vendors need to be paid on a specific date, then it is the duty of the Event Chair to inform the Signatory of this date and to send the Signatory the necessary documentation in a timely manner. The Treasurer should be Cc'd on all communications. For the purposes of clarification, the onus is on the appointed Event Chair to ensure that the Treasurer and Signatory have the necessary Payment Documentation.

2) Signatory issues payments in a timely manner.

The **SOP** shall encompass and be considered the policy for all payments required to be issued for UNNC-sponsored Events, Neighborhood Improvement Projects, and any other payments made by UNNC to vendors where applicable.

IN ADDITION TO THE OFFICIAL BAC, A COPY OF THE VOTE TALLY SHALL BE RECORDED HERE

YES _____

ABSTAIN _____

NO _____

ABSENT _____

SOP APPROVED BY UNNC GOVERNING BOARD ON _____