CHAPTER AND SIG FUND ACCESS
Guide for Chapter/SIG Finances

https://docs.google.com/document/d/1MrkWa6iEShDimvIL7UWnbEhUaBp29FVRoOmWNBZBFyI/edit?usp=sharing

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Overview

IGDA HQ holds funds on behalf of its Chapters and SIGs in a special bank account dedicated to Chapter and SIG use only. We recognize the importance of complete financial transparency and easy access to financial information for a Chapter/SIG; this document includes the information Chapters and SIGs need for managing their finances in the HQ bank account.

The IGDA supports its Chapters and Special Interest Groups (SIGs) by providing funding for activities as well as a way for the Chapters and SIGs to accept and disburse funds. In order to facilitate these financial services, the IGDA has a formal process for handling the receipt of funds and the transfer of funds to the designated agents or vendors of the Chapter or SIG. The process makes it easy for Chapters and SIGs to use IGDA HQ's accounting functions to support their needs, and also provides reasonable protection for Chapters and SIGs so that their funds are not misused.

Chapters and SIGs have access to their collected funds at any time using the processes described below. The IGDA will not loan money to a Chapter/SIG except as specifically approved on a case by case basis by the IGDA Board of Directors. This policy includes a prohibition against spending against outstanding invoices that are expected to be paid and repayment of overdraft fees; in general, Chapters/SIGs only have access to the funds currently residing within their individual accounts.

IGDA Chapters and SIGs are required to adopt a reasonable expense policy, ensuring that the Chapter or SIG funds are spent in a way that supports their game development community and adheres to the IGDA's Code of Ethics. Click here for a sample expense policy. **IMPORTANT:** If a Chapter or SIG uses an expense policy that is materially different from the sample provided, it must be approved by the IGDA HQ Treasurer or Executive Director before funds are disbursed.

Please note: international Chapters will have their funds stored in US Dollars. Funds received in other currencies will be exchanged for USD as close as possible to the time of their receipt using the current exchange rate at the time the transaction is processed. For reference, visit Yahoo! Finance's currency converter. This converter is provided as a reference. Actual exchange rates may vary based on transaction dates/times.

Non-Profit Status

The IGDA is a non-profit membership organization registered as a 501(c)6 entity in the United States. IGDA Chapters and SIGs fall under the IGDA's 501(c)6 classification, and use the IGDA's EIN (US tax ID).

Dues and other contributions to the IGDA and any of its Chapters or SIGs, including donations and sponsorship, may be deductible as a professional or business expense; however they are not deductible as charitable contributions for federal income purposes. Entities making donations, sponsorships, or other contributions are strongly encouraged to consult with their accountants about applicable tax laws and potential deductions; the IGDA will not provide tax advice to third parties.

Agreements and Contracts

IGDA Chapters and SIGs, and their leaders, are not authorized to sign agreements or contracts that bind the IGDA or one of its Chapters/SIGs; any such agreements/contracts must be approved by IGDA HQ and signed by the IGDA Executive Director. The IGDA will not recognize any agreements/contracts not signed by the Executive Director.

Contact the Executive Director at ExecDir@IGDA.org for more information or to execute an agreement/contract. Please be sure to allow at least five (5) business days for legal review.

HQ and Chapter/SIG Service Level Agreement

IGDA HQ provides quick, easy access to Chapter/SIG funds and financial information. We recognize that Chapters/SIGs need a clear and transparent process for accessing their funds.

IGDA HQ agrees to:

- Provide a detailed statement of transactions and current account balance to each Chapter/SIG when requested.
- When requested, provide the Chapter/SIG's current account balance within two (2) business days.
- Generate invoices within two (2) business days from the time all necessary information is received.
- Provide notification of monies received within two (2) business days of receipt.
- Disburse funds within two (2) business days from the time all required documentation, including any required approvals, is received.
- Share annual summary of previous year's finances by end of January to each Chapter/SIG that had activity during the previous year.
- Review agreements and contracts within five (5) business days of receipt; sign approved agreements and contracts within two (2) business days of receipt. Please note that the IGDA reserves the right to review all contracts for signature, and may request changes to terms based on advice of IGDA's General Counsel.

Chapters/SIGs agree to:

- Adhere to the IGDA Code of Ethics and Disbursement of Funds Approval Process in all expenditures.
- Send all contracts/agreements to IGDA HQ for authorization and signature.
- Submit any requested items for expense reimbursement within 30 days of purchase.

- Inform IGDA Accounting and the Director of Chapter and SIG Operations of any larger event or activity (such as a conference or other project that will require a higher number of contracts or financial transactions than usual) as early as possible so that HQ can prepare proper support and accommodations.

Invoices / Receiving Funds / Receipt of Deposits

Chapter and SIGs usually receive funds from an outside source in the form of a donation or sponsorship. The IGDA does not accept cash payments and for security, strongly recommends that Chapters and SIGs do not accept cash.

Generating Invoices / Payment Online

Invoices are often required for a company to pay a committed donation or sponsorship to an IGDA Chapter or SIG. For the IGDA to generate an invoice on the Chapter/SIG's behalf, the IGDA Chapter/SIG Chair or Treasurer should submit the following information to the IGDA Accounting department (accounting@igda.org):

- Chapter/SIG name,
    - Example: IGDA Antarctica
- the payee name and contact info,
    - Example: King Penguin (king@penguin.antarctica)
Penguin Company
Antarctica
- the amount of the transaction in US$,
    - Example: US$100
- a description of the transaction,
    - Example: Sponsorship of October and November IGDA Antarctica chapter meetings
- the date of the transaction,
    - Example: 18 August 2018
- and any terms specifically negotiated.
    - Example: 5 minute intro at beginning of Oct and Nov meetings, signage available at Oct and Nov meetings, social media shout outs from IGDA Antarctica when promoting Oct and Nov meetings

A form is available in the FORMS: IGDA Chapter/SIG Financial Forms spreadsheet that can be used for simplicity. Providing complete information helps ensure that your monies are tracked properly and that the IGDA is collecting the appropriate information for tax purposes.

The IGDA prefers invoices be paid online via credit card or PayPal; payment instructions will be included when the invoice is sent to the Chapter/SIG. Bank transfers and checks are also accepted and accounting can provide additional details on those methods as necessary, but please note that additional fees may apply to execute certain transactions..

IGDA Chapters/SIGs are responsible for maintaining their relationship with any sponsors or vendors. Once an invoice is generated, accounting will provide a copy of the invoice as well as payment instructions to the Chapter/SIG leader who requested it and the Chapter/SIG will be responsible for sending that on for payment.

While IGDA HQ can provide guidance on managing the sponsor relationship and collecting on past due funds, it is up to the Chapter/SIG to follow up on outstanding collections.

Receipt of Deposits

IGDA HQ will provide notice of deposit of funds to the current IGDA Chapter/SIG Chair and Treasurer, as listed on IGDA HQ's Leadership Roster, within two (2) business days of receipt. Please note that each IGDA Chapter and SIG is responsible for updating HQ with its leadership roster. Contact the Director of Chapter and SIG Operations at ChapSIGDev@igda.org to make updates.

Accepting Donations

IGDA HQ can set up a unique link for each chapter and SIG to accept online donations (in USD only at this time). If you are interested in setting this up for your chapter or SIG, please contact accounting@igda.org.

The following information is needed to set up a donation link for a Chapter or SIG:

- Name of Donation Fund: In general, this will just be the name of your Chapter or SIG (i.e. IGDA Melbourne or IGDA Game Art SIG)
- Min/Max Donation amounts (optional)
- If you want to have specific donations amounts (i.e. US$5, $10, $50, $100 plus other), what the specific amounts are. Or this can be left open to any donation amount (whatever the person wants to donate - say $13.92).
- Short Description (500 character max - text only): This displays on the list of all donation options (all chapters or SIGs that are using the donation feature).
- Long Description (HTML friendly): This displays on the Chapter/SIG specific donation page prior to entering donation amount and payment information.

IGDA HQ will provide the Chapter/SIG with the link directly to your Chapter/SIG specific donation page. Information regarding donations will be provided to Chapters and SIGs in their monthly financial update.

Payment / Disbursement of Funds

IGDA HQ requires that Chapters and SIGs use their funds to benefit their members as a whole - not an individual or company - and spend their funds in accordance with the IGDA's Code of Ethics.

All payments/reimbursements require:

- A completed IGDA Chapter & SIG Expense Reimbursement form found here,
- Scanned copy of all receipts covering costs annotated on the expense report or an executed agreement/contract outlining payment details, and
- Submission to accounting by the appropriate parties as outlined below.

Disbursement of Funds Approval Process

Disbursements under US$250 require approval by the Chair, Vice (or Co-) Chair, or Treasurer of the IGDA Chapter's Board or SIG's Steering Committee as identified by IGDA HQ's Leadership Roster. Please note that each IGDA Chapter and SIG is responsible for updating HQ with its leadership roster, and delays in doing so may result in delays making funds available; to update the Leadership Roster, contact the Director of Chapter and SIG Operations at ChapSIGDev@igda.org.

Disbursements from US$250-$999 require at least two of the Chair, Vice (or Co-) Chair, or Treasurer of the IGDA Chapter's Board or SIG's Steering Committee to approve the request, as well as approval from the Director of Chapter and SIG Development.

Disbursements of US$1,000 and above require at least two of the Chair, Vice (or Co-) Chair, or Treasurer of the IGDA Chapter's Board or SIG's Steering Committee to approve the request, in addition to the approval of the IGDA Executive Director or IGDA Treasurer.

Being Reimbursed

Chapters/SIGs can be reimbursed for expenses meeting their expense policy by submitting the IGDA Chapter & SIG Expense Reimbursement form in addition to the appropriate proof(s) of purchase. Reimbursements are usually done in cases of small payments or a recurring charge that a member of the Chapter Board/SIG Steering Committee is covering, though sometimes a volunteer may be able to cover a larger expense on behalf of a Chapter/SIG and be reimbursed later. (See Recurring Payments/Bills)

Process:

1. Individual seeking reimbursement fills out the IGDA Chapter & SIG Expense Reimbursement form.
2. Person sends reimbursement form and scanned copies of receipts to Chapter/SIG leadership for approval following the Chapter/SIG Expense Policy.
    - If not approved, Chapter/SIG leadership informs individual of missing information or reason why expense is not approved.
3. If approved, Chapter/SIG leadership submits reimbursement form and copy of receipts to IGDA HQ accounting for processing.
    - If not approved, IGDA HQ informs Chapter/SIG leadership reason expense cannot be processed.

Large Expenses / Paying in Advance

In the event that a Chapter or SIG needs to make an expense that cannot be covered by an individual, there is a need to make a deposit / pay something in advance, or if there is an online purchase that is higher than can be covered by an individual, the IGDA may pay for the expenses in advance.

It is the IGDA's preference to pay online by credit card or via wire/ACH transfer.

Pre-payment using Chapter/SIG funds require the same approvals as expenses being reimbursed except the PREPAYMENT form is used instead of the REIMBURSEMENT form located in the IGDA Chapter & SIG Expense Reimbursement forms found here.

In cases where a vendor fails to provide a receipt of services/products provided, the SIG/Chapter Treasurer or other leader may provide an itemized list of products/services rendered, the items' value in USD, and a corresponding image of the items purchased, in lieu of a receipt and subject to approval by the Executive Director.

Contact IGDA Accounting (accounting@igda.org) as soon as you believe you will need to make deposits or pre-pay for items to make appropriate accommodations.

Recurring Payments/Bills

Some Chapters/SIGs use services with recurring monthly charges. If you would like to set these up so that IGDA HQ is paying for these on your behalf instead of submitting for reimbursement, please contact accounting@igda.org to discuss your needs.

Reference: IGDA HQ Expense Approval Process

The IGDA HQ Expense approval process is provided to Chapter/SIG leadership for reference and transparency; this allows you to see the process HQ goes through when determining approval of all expenses at the organization level.

As of July 2018

For budgeted expenses, the following reimbursement approvals are required:

- The Executive Director may approve expenses up to US$5,000.
- The IGDA Treasurer may approve expenses up to US$10,000.
- Expenses above US$10,000 must be approved by both the Treasurer and Chair of the IGDA Board of Directors.

For unbudgeted expenses, the following approvals are required:

- The Executive Director may approve unbudgeted expenses up to US$1,000.
- The IGDA Treasurer may approve unbudgeted expenses up to US$5,000.
- Unbudgeted expenses between US$5,000-$10,000 must be approved in advance by both the Treasurer and Chair of the IGDA Board of Directors.
- Unbudgeted expenses above US$10,000 must be approved in advance by a vote of the IGDA Board of Directors.

Change Log

- August 2020: added tags/keywords for search
- January 2020: moved to IGDA Chapter/SIG Shared Resources team drive; updated Code of Ethics links
- September 2018: released to the wild
- August 2018: added donation information, finalized version for release
- July 2018: additions added based on feedback
- June 2018: clarifications and edits based on review
- May 2018: updated with new processes and policies
- August 2017: updates and edits
- January 2015: updates and edits
- December 2014: initial release

Tags / Keywords

These are purely for help in search queries. Need something listed that is not? Searched for this document via keywords not listed? Let Tristin know so we can make it easier for everyone to find!

#chapter
#sig
#how-to
#process
#operations
#accounting
#funds
#reimbursement
#expenses
#sponsorship
#sponsors
#contracts
#invoice