

# **THE TRIPP-JONES FAMILY**

## **FINANCIAL POLICIES & PROCEDURES MANUAL**

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*Governing the Tripp-Jones Family General Fund*  
— aligned with Constitution Articles 12, 17, 28, 30 & Bylaws Article 12

# 1. Purpose

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This Manual establishes clear, consistent financial policies for the Tripp-Jones Family to ensure transparency, accountability, and sound stewardship of family funds. All officers, committee members, and reunion hosts who handle or request family funds are subject to these policies.

## 2. The Family General Fund

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### 2.1 Establishment & Ownership

The Tripp-Jones Family General Fund (the Fund) is established under Article 28 of the Constitution. All funds raised in the name of the Tripp-Jones Family are the property of the family and shall be used only in accordance with this Manual and the Constitution.

### 2.2 Approved Uses of Funds

The Fund may be used for:

- Assisting the reunion host with reunion-related expenses
- Funding the Family Historian's annual budget
- Supporting the Social Media Officer's approved annual budget
- Benevolent assistance to family members in need (see Benevolence Fund Policy)
- Administrative costs of running the family organization
- Other uses approved by the Finance Committee

### 2.3 Prohibited Uses

Family funds may NOT be used for:

- Personal expenses of any officer or family member not approved through the reimbursement process
- Political contributions or advocacy
- Any purpose that would personally benefit an officer or their immediate family (Art. 7)

### 3. Budget Process

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#### 3.1 Annual Budget

The Treasurer, in collaboration with the Finance Committee, shall prepare an annual budget for the coming fiscal year (January 1 – December 31). The budget shall be:

1. Drafted by the Treasurer no later than December 1st of the preceding year.
2. Reviewed and approved by the Finance Committee before January 1st.
3. Distributed to all family members by the Secretary within 14 days of approval.

#### 3.2 Budget Categories

Budget Category	Description
Reunion Support	Funds available to assist the reunion host with approved expenses
Family Historian	Annual budget for archival, research, and presentation materials
Social Media & Communications	Website hosting, design, printing, and platform costs
Executive Committee Operations	Meeting costs, postage, administrative supplies
Benevolence Fund	Reserved for family emergency assistance

Budget Category	Description
Contingency Reserve	Minimum 10% of total budget held in reserve

## 4. Expense Approval & Authorization

Expense Amount	Required Authorization
Up to \$100	Treasurer may approve without additional authorization
\$101 – \$500	Finance Committee must approve in advance (Art. 12, Sec. 2)
Over \$500	Finance Committee approval + co-signature of President required (Bylaws Art. 12)
Unbudgeted expenses (any amount)	Finance Committee must approve before expense is incurred

*Note: Pre-approval must be obtained BEFORE the expense is incurred. Retroactive approval is strongly discouraged and not guaranteed.*

## 5. Reimbursement Process

4. Obtain pre-approval for any expense over \$100 before spending.
5. Collect and retain original receipts for all purchases.
6. Complete a Reimbursement Request Form within 30 days of the expense.
7. Attach all original receipts to the form.
8. Submit to the Treasurer. The Treasurer reviews for approval compliance.

9. The Treasurer processes approved reimbursements within 14 days.
10. All reimbursements are recorded in the monthly financial statement.

Late submissions (more than 30 days after the expense) may be denied at the Treasurer's discretion.

## **6. Check-Signing & Disbursement Authority**

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In accordance with Bylaws Article 12:

- All checks and withdrawals require the Treasurer's signature or electronic authorization.
- Any single disbursement over \$500 requires co-authorization from the President.
- No officer may authorize a payment to themselves without co-authorization from another officer.
- Cash disbursements are strongly discouraged; checks or electronic transfer are preferred.

## **7. Financial Reporting**

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### **7.1 Monthly Statement**

The Treasurer shall submit a monthly financial statement to the President no later than the 5th of each month (Art. 28, Sec. 8). The President shall publish this statement to the family via email, the family website, and social media platforms. The statement shall include:

- Opening and closing balance for the month
- All income received (donations, fundraisers, other)
- All expenses paid, listed by category
- Running balance of the Benevolence Fund reserve

## **7.2 Annual Audit**

An annual audit of all family finances shall be conducted by the four District Leaders (Art. 28, Sec. 7). The audit must be completed no later than the last day of the annual family reunion. The District Leaders shall review:

- All bank statements for the fiscal year
- All receipts and reimbursement requests
- Reconciliation of income and expenses against the approved budget
- Confirm all expenditures were properly authorized

The District Leaders shall submit a written audit summary to the President within 14 days of the reunion.

## **8. Fundraising**

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All fundraising activities conducted in the name of the Tripp-Jones Family must be approved in advance by the Finance Committee. Proposals should include the fundraising method, target amount, timeline, and how proceeds will be used. Individual family members may not fundraise on behalf of the family without explicit approval.

## 9. Reimbursement Request Form

<b>TRIPP-JONES FAMILY — EXPENSE REIMBURSEMENT REQUEST</b>	
Date of Request: _____	Fiscal Year: _____

Field	Details
Requestor Name	
Officer / Role	
Expense Date(s)	
Description of Expense	
Business Purpose	
Total Amount Requested	\$
Budget Category	
Pre-Approval Obtained From	
Pre-Approval Date	
Receipts Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No — Count: _____

\_\_\_\_\_  
Requestor Signature    Date: \_\_\_\_\_

\_\_\_\_\_  
Treasurer Approval    Date: \_\_\_\_\_

For amounts over \$500:

\_\_\_\_\_  
President Co-Authorization    Date: \_\_\_\_\_