

Equipment and Asset Policy

Chapters and Summit Chapters

Effective January 1, 2019

Revised January 1, 2020

According to the society's bylaws, a chapter may expend or use its funds or property solely for the purpose of performing local chapter work. To comply, all chapters and Summit chapters must provide an accounting of all equipment and/or assets owned by the chapter. This report will be used to assure all equipment and assets are transferred in the event of a leadership change or chapter consolidation.

The activities coordinator is responsible for the proper custody, disbursement and use of all chapter funds and other property. If chapter bank account funds are used for equipment or other purchases, chapter board approval must be obtained and documented.

Equipment

Equipment for chapter use, if deemed necessary, may be purchased using chapter funds. Equipment purchased should be for the sole use of the chapter and will be considered owned by the chapter.

Equipment Purchases over \$500

Items over \$500 require pre-approval by the Fraternal Department. For pre-approval, please contact the Fraternal Department at 1-

800-322-9805 or via email

Fraternal@modern-woodmen.org.

Equipment Reporting*

The Annual Equipment Report must be completed each year whether or not your chapter/ Summit chapter owns equipment.

Each chapter will receive an email reminder with a link to the online report in January of each year. The report deadline is April 1st.

Assets

This policy is established to provide guidelines that will ensure good stewardship over chapter resources through a standard method of accountability and inventory of chapter assets.

The Fraternal Department prohibits chapters and Summit chapters from opening bank accounts outside of Axos Bank, purchasing property (other than equipment) or other acquiring other assets. While it is rare, we recognize some chapters may own assets inherited from prior years.

Asset Reporting*

Both the Fraternal Department and chapters have a responsibility to maintain records of all chapter assets. An asset is a resource owned or controlled by the chapter with the expectation that it will generate future cash flows. Examples of assets include bank accounts, investments, property, etc. We ask that chapters with existing assets provide an accounting of those assets on an annual basis.

The information needed includes, but is not limited to:

- Bank name and address
- Account numbers
- Property ID
- Copies of statements
- Copies of tax bills

Note: Only chapters with an asset other than a checking account at Axos Bank are required to submit an asset report.

Selling or Transferring Assets

We recognize that chapters may own assets grandfathered or inherited by the chapter. The selling, transfer or liquidation of an asset may require pre-approval from the Fraternal or Legal Departments. Please contact the Fraternal Department at 1-800-322-9805 or via email at Fraternal@modern-woodmen.org prior to taking any action with chapter assets.

*All reports will be retained at the Home Office and will be randomly audited on a periodic basis. Modern Woodmen of America reserves the right to obtain additional information that we deem necessary.