

Governance Policy

Finance Policy

Operating Reserve Fund

The Operating Reserve Fund is an emergency fund to be used to provide operating funds in times of financial crisis for the organization, as determined by the Executive Director and the Treasurer and agreed to by the Board of Directors. In an effort to ensure financial stability, IDEC, Inc. will establish and maintain a reserve fund that has cash or cash equivalents totaling not less than 80% of all the organization's expenses in the annual operating budget. Each year, fifty percent of surplus revenues assessed after the annual budget review will be used to build the Operating Reserve Fund until the goal has been met. Following approval of the IDEC Board of Directors, remaining surplus revenues can be used to fund strategic initiatives and will be placed in the Strategic Program Reserve Fund (see details below).

Strategic Program Reserve Fund

The goal of IDEC, Inc. will be to establish and maintain a Strategic Program Reserve Fund that is funded by 50% of surplus revenues assessed after the annual budget review. Strategic Program Reserve Funds can be used for any strategic purpose deemed appropriate by the Board of Directors.

Member Revenue Recognition

Membership revenue for all classes of membership will be recognized on a cash basis. Revenue recognition will be from January 1 (or date of receipt) to December 31.

Tax Status

The tax status of IDEC shall be 501(c)(6) Non-Profit Professional Societies according to the Internal Revenue Service.

Tax Policies

The Executive Director shall ensure that tax payments and other government ordered payments or filings are filed in a timely and accurate manner.

The Executive Director shall sign and certify that the IRS form 990 is accurate and complete.

The Finance Committee shall review and approve the IRS Form 990 annual tax filing prior to submission. The Treasurer will sign the Form 990, and the Board of Directors shall receive a copy of the IRS form 990 within 30 days of its submission.

Consistent with the requirements of 6104(d) of the Internal Revenue Code and the regulations there under, electronic copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and without charge, to any individuals who request it.

Signing Contracts Policy

The Executive Director of the Interior Design Educators Council, Inc. is permitted to sign contracts on behalf of IDEC for amounts not to exceed \$10,000 without the prior consent of the Board of Directors. These contracts must relate to the needs and activities of IDEC that fall under the duties of the Executive Director and be beneficial to the organization. The Executive Director must notify both the President and the Secretary/Treasurer within 48 hours of signing the contract.

Fiscal Period

The fiscal period of the Interior Design Educators Council Inc. shall be October 1 through September 30 of each year.

Budget

In advance of the fiscal period, the Board of Directors shall adopt an annual operating budget covering activities of IDEC. The Treasurer shall furnish the membership with a financial report at the annual meeting and any other times as the Board may direct.

Financial Audit/Review

The accounts of IDEC shall be audited or reviewed not less than every third year by a Certified Public Accountant who shall be employed by, and report to, the Board of Directors.

Record Retention Policy: To eliminate accidental or innocent destruction, the IDEC has the following [document retention policy](#).