

To: All Members of the 2023-2024 Board of Directors
District Directors – For July 17, 2023

Re: New Process for Managing Financial Transactions

MGC's financial management procedures are changing. Effective June 2023 all processing of MGC transactions are being outsourced to our CPA firm, Seber Tans. Seber Tans has agreed to manage all revenue and expense bookkeeping on behalf of MGC. Seber Tans has been managing our MGC account for the past few years and will continue in an expanded role. Following are the changes and instructions which will also appear on the member side of the website.

I. Revenue

A. Online Payments through MGC PayPal Account

1. School course, symposium, and conference registration fees will only be collected online.
2. The MGC Treasurer or Financial Assistant will manage all registrations, sales, funds, and transfers to MGC checking account.
3. All merchandise including Blue/Gold Star pins, patches, signs, or other merchandise will be sold online, similar to how we've sold pollinator signs. Details are being determined.

B. Fifth Third Bank Deposits

1. A limited number of committee chairs, district directors, district treasurers, and administrators (ie, Loda Lake, Scholarships, Life Member Awards, Blue/Gold Star, Black Swallowtail, Insurance), as well as the MGC Treasurer and MGC Financial Assistant, make bank deposits into the MGC Checking or Savings Accounts.
2. The District Director or Treasurer, Committee Chair, Administrator, MGC Treasurer or MGC Financial Assistant will be the "Initiator."
 - a. An MGC Deposit Log form and bank deposit form are completed by the "Initiator," and deposited into the MGC 5/3rd Bank account. (See forms on member side of website for Deposit Log form.)
 - b. The "Initiator" will determine the appropriate reviewer (District Director, 2nd, 3rd, or 4th VP, or MGC Treasurer) based on flow chart.
 - c. For each deposit, the Deposit Log and a copy of the Bank Deposit Receipt from 5th/3rd Bank must be emailed to both the appropriate

reviewer and the CPA firm--Jennifer Heinrich
 jheinrich@sebertans.com 269-441-8981.

d. Copies of checks are no longer required by CPA firm but it is suggested to keep copies until the following month.

II. Expenses

A. **District Directors and Treasurers** (8 Districts=1,2A,2B,3A,3B,4,5,6)

1. All payment requests and reimbursement requests (the form plus invoice, contract, or receipts) will be initiated by host club(s)/District Treasurer and emailed to District Director for review.
2. The District Treasurer is responsible to ensure accuracy of amounts and accounts, make any corrections and forward to CPA firm.
3. Issues or questions can be directed to Jennifer Heinrich
 jheinrich@sebertans.com 269-441-8981

B. **Committee of 2nd VP** (Blue/Gold Star, Legislative Chair, Habitat for Humanity)

1. All payment requests and reimbursement requests (the form plus invoice, contract, or receipts) will be initiated by chairs and emailed to 2nd VP for review.
2. 2nd VP will ensure accuracy of amounts and accounts, make any needed corrections and forward to CPA firm.
3. Issues or questions can be directed to Jennifer Heinrich
 jheinrich@sebertans.com 269-441-8981.

C. **Committee of 3rd VP** (Artistic Crafts, Environmental School Chair, Flower Show School Chair, Gardening School Chair, Landscape Design School Chair, Flower Show Symposium, MAAJ Chair, MCC Chair)

1. All payment requests and reimbursement requests (the form plus invoice, contract, or receipts) will be initiated by chairs and emailed to 3rd VP for review.
2. 3rd VP will ensure accuracy of amounts and accounts, make any needed corrections and forward to CPA firm.
3. Issues or questions can be directed to Jennifer Heinrich
 jheinrich@sebertans.com 269-441-8981

D. **Committee of 4th VP** (Vegetable & Foodscape, Environmental Issues & Resources, Horticultural & Arboricultural, Home Grown National Park Advisor, Youth Gardening Activities Advisor)

1. All payment requests and reimbursement requests (the form plus invoice, contract, or receipts) will be initiated by chairs and emailed to 4th VP for review.
2. 4th VP will ensure accuracy of amounts and accounts, make any needed corrections and forward to CPA firm.
3. Issues or questions can be directed to Jennifer Heinrich
jheinrich@sebertans.com 269-441-8981

DI. **Standing Committees & Officers** (Awards, Bylaws, Communications, Finance, Nominating, Scholarship, Technology, Loda Lake and Conference Committees, President, 1st Vice-President, Recording Secretary, Corresponding Secretary, Grants, Parliamentarian, Other Approved by President)

1. All payment requests and reimbursement requests (the form plus invoice, contract, or receipts) will be initiated by Standing Committee chairs and Administrators who report to the President.
2. All forms to be emailed to the MGC Treasurer for review. The Treasurer will ensure accuracy of amounts and accounts, make any corrections and forward to CPA firm.
3. Please refer any general or process questions or issues to MGC Treasurer.