**ANFP Chapter Financial Code of Conduct**

This code of conduct originated to protect chapter funds and the potential of fraudulent activity.

The treasurer shall be responsible for the financial affairs of the Chapter, attend all meetings of the Chapter Board of Directors, serve as chair of the finance committee, perform such duties as shall be duly assigned by the chair of the Board of Directors, and assign administrative duties associated with the office of treasurer according to ANFP bylaws. The treasurer should act in the Chapter’s best financial interest and follow Chapter’s policies outlining financial transactions and handling of funds.

Only the Chapter President, President-Elect, and Treasurer, who have been specifically authorized as signers on Chapter bank accounts may access funds in accordance with the policy.

Neither the Chapter Treasurer nor any other Chapter Board member or person may use Chapter funds for any purpose other than to conduct ANFP and Chapter business. No funds may be used for personal reasons or for payment of personal expenses by any individual. Only approved travel expenses to attend and participate in ANFP and Chapter activities may be reimbursed subject to ANFP’s policies on reimbursement. Should chapters maintain districts, funds must be issued via a digital card through the Crowded platform. (See chapter financial policies and procedures.)

Chapter Board members must comply with the following policies:

1. ***Chapters are provided with a financial reporting template that will need to be submitted twice a year as part of the rebate requirements.***
2. ***Chapters will hold all financial accounts with the online financial platform, Crowded.***
3. ***ANFP National shall have “Read only” access to all chapters’ financial accounts through verified login credentials on the Crowded platform.***

Failing to meet any of the above requirements or policies stated in ANFP and Chapter bylaws and policies and procedures may result in one or more of the following:

Chapter Probation: Withhold one portion of the annual rebate if there is evidence of mismanagement of funds, fraud or proper licenses not being obtained for charitable gaming (please see Chapter Fundraising policies).

Disqualification of Chapter Awards: Chapters in which there is evidence of fraud or mismanagement of funds will automatically be deemed ineligible for chapter awards the following volunteer year.

Ineligible for Adversity Rebate: Chapters in which there is evidence of fraud or mismanagement of funds will automatically be deemed ineligible to apply for the adversity rebate the following volunteer year.

Possible Loss of Credential: Individual(s) about which there is evidence of fraud or mismanagement of funds will be referred directly to the Ethics Committee with the possibility of losing their credential.

Possible Pursuit of Legal Action against Individual: Individual(s) about which there is evidence of fraud or mismanagement of funds may receive a notice from legal counsel demanding payment of funds. If funds are not returned, a collections agency may be engaged, or other steps taken to recoup funds.

Responsibility of Whistleblower: Should there be evidence of fraud or mismanagement of funds, the whistleblower will be sent a CDM CFPP Code of Ethics Member Complaint Form and required to complete the document and send to CBDM staff who will refer to the Ethics Committee with the possibility of the individual losing their credential.

(Signature page follows.)

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| By  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| CHAPTER TREASURER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | CHAPTER SECRETARY  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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