CENTER FOR NONPROFIT EXCELLENCE
LINE OF CREDIT POLICY
Adopted 2.20.18

Philosophy
All funds of Center for Nonprofit Excellence (CNE), including the legally unrestricted funds, are held by it as a fiduciary. The organization, governed by its Board of Directors (Board), acts as steward of the funds for the sake of carrying out the mission and purposes of CNE. The following objectives and directives are to be judged and understood in light of that overall sense of stewardship.

The Board designates supervisory authority over its financial affairs to the Board Finance Committee (Committee), but reserves to itself the exclusive right to revise this policy.

Statement of Purpose
CNE will maintain a line of credit to sustain financial operations in the event of a time lag between funds expected and funds received. The general purpose of the line of credit is to help balance cash flow ups and downs each year to ensure financial stability, thereby preserving the capacity of CNE to deliver on its mission.

Line of Credit Policy

Request
Any time an advance is requested, the Executive Director shall outline, in writing, the reason for the advance and the expected source and timing of repayment.

Approval
All advance requests shall be approved in writing by the Treasurer or the Board Chair and an additional member of the Executive Committee.

Notification
The Finance Committee shall report on any line of credit activity as part of its regular committee reports to the Board.

Documentation
An email exchange accomplishing the notice and approval process outlined above shall be sufficient documentation, provided the documentation is saved pursuant to the Document Retention Policy.