

Northeast Florida Chapter

Concerns of Police Survivors

Financial Policies *Standard Operating Procedure*

Financial Policies

1.1 Scope: This standard operating procedure (SOP) Establishes guidelines for the Northeast Florida Chapter of Concerns of Police Survivors (hereinafter referred to as NEFL C.O.P.S.) Regarding the handling of financial transactions in a fiscally responsible and transparent manner.

1.2 Objective: To assure that all financial transactions of NEFL C.O.P.S. are completed in a manner that reflects consistent practices, transparency, and protection for NEFL C.O.P.S. Treasurer and other NEFL C.O.P.S. funds. This SOP will also provide clear guidelines about reimbursement for expenses and travel.

1.3 APPROVED: This SOP was approved and adopted by NEFL C.O.P.S. executive board on January 8, 2026.

1.4 Chapter Board: Any reference to the Chapter Board in this SOP infers voting members of the Chapter Board.

2.0 BANKING PRACTICES:

2.1 BANK: All NEFL C.O.P.S. accounts will be held in a Bank that is Federally insured the Chapter service area.

2.2 BANK STATEMENTS:

A. NEFL C.O.P.S. account(s), bank statement(s) will be mailed to NEFL C.O.P.S., 5530 Beach Blvd., Jacksonville, FL 32207 (Jacksonville F.O.P. / Official Chapter Address). After being received at the Beach Boulevard Address, the bank statement(s) will be forwarded to the Chapter Treasurer in a timely manner for the Treasurer to reconcile the accounts. The bank statement(s) is also available online and can easily be accessed by the President and/or Treasurer at any time.

B. A copy of the bank statement(s) will be available for the Chapter membership for review upon request.

2.3 ONLINE BANKING:

A. Online banking transactions, including bill payment and transfer of funds, are permitted on a case-by-case basis and must be approved by the Chapter President and Chapter Treasurer with the approval of the Board.

B. The Chapter Treasurer will have access to all bank account(s). All other access will be determined by the Chapter's President.

C. Account log in password(s) to view the banking history will be changed annually in March following NEFL C.O.P.S. Annual Meeting and or following any election and/or appointment of NEFL C.O.P.S. President and/or Chapter Treasurer

2.4 CHECK/DEBIT CARDS: Chapter bank account(s) and Credit Card(s) is/are permitted and its use must be approved by the Chapter President with the approval of the Board.

3.0 DEPOSITS:

3.1 DEPOSIT OF CHAPTER FUNDS:

A. All Chapter funds (cash, check, or money order) will be received and deposited by the Chapter Treasurer and/or designee within 14 days of receipt.

B. A copy of the deposit receipt(s) will be posted to Chapter financial records and recorded in an account Ledger within 14 days of receiving the funds and will be maintained in a file to be retained for four (4) years by the Chapter Treasurer.

3.2 DEPOSIT OF CASH - special accounting procedures:

A. Before depositing cash from a special event and/or merchandise sales, three people who are attending the event will be designated by the Chapter President or their representative to count the cash, indicate the amount and sign a "cash accounting" form.

B. Cash from a special event and/or merchandise sales will be deposited into the Chapter's bank account within five (5) days of the event by the Chapter Treasurer.

C. A copy of the cash deposit receipt will be posted to Chapter financial records and recorded in an account ledger, within five (5) days of receiving the funds, and will be maintained in a file to be retained for four (4) years by the Chapter Treasurer.

4.0 REIMBURSEMENT:

4.1 ELIGIBILITY FOR EXPENSE REIMBURSEMENT:

A. To be eligible for reimbursement for an expense incurred for NEFL C.O.P.S. purposes other than travel/Transportation expenses, the expense must have been pre-approved by Board vote for any expense over \$250 or pre-approved in writing by the NEFL C.O.P.S. President for any expense \$250 or less.

B. To request reimbursement an individual must complete and sign the Chapter's request for assistance form (RFA Form) and include receipts within 60 days of the expense. The RFA is available on our website: [www:neflcops.org](http://www.neflcops.org) or can be provided by any Board member.

B1: RFA If you would like to request financial assistance for National Police Week (NPW) or flights to a Survivor Weekend or Camp, please follow NEFL C.O.P.S. Standard Operating Procedure: The RFA form must be turned into a NEFL C.O.P.S. board member before the National C.O.P.S. deadline for the event (i.e. deadlines for National Police Week and Survivor Weekends and Camps are usually at least 30 days before a Survivor Weekends or Camp starts.) The executive board members will vote on the RFA's after they are received and before the program starts. If you have been approved/denied, you will receive notice via email. Upon return from the event, receipts for airfare and hotel must be sent to the treasurer. All receipts should be submitted within 30 days of the end of the event. To receive funds from NEFL C.O.P.S., you must attend the C.O.P.S. events in their entirety. For National Police Week, you must attend the Survivor Conference on both May 14th and 16th to receive reimbursement. It is the responsibility of the requester to check in on both those days with their NEFL C.O.P.S. board member. Flights are reimbursed up to \$600 per person for all HOP and NPW. Hotels for NPW are reimbursed up to \$200 per night, for 5 nights – one room per household. Hotels for HOP are reimbursed for 1 night before the start of the event, only if the timeline for checking in is in conflict with the ability to fly the day of the HOP.

C. Reimbursements will not be given for expenses without a submitted RFA form signed by the individual requesting reimbursement.

D. Reimbursement will not be given for any expenses without a proper receipt. If there is no receipt available or it has been lost or destroyed the individual(s) must include a statement reporting the circumstances as to why a receipt is not available.

E. The NEFL C.O.P.S. Board reserves the right to deny reimbursement for any reimbursement request received after 60 days of the expense(s) incurred.

F. The NEFL C.O.P.S. Treasurer will provide reimbursement as appropriate within 30 days of the receipt of the RFA.

G. All reimbursement checks greater than \$1000 will require 2 signatures by the individuals authorized to sign checks for NEFL C.O.P.S. account(s).

H. Any authorized reimbursement to an individual(s) is predicated/contingent upon the chapter having adequate funds available and that a request form has been properly completed and approved.

4.2 ELIGIBILITY FOR TRAVEL REIMBURSEMENT:

A. Travel reimbursement, if allowable, will only be available for individuals who fully attend NEFL C.O.P.S. activity/event or National C.O.P.S. activity/event. Unless approved by the Board, there is no reimbursement for travel transportation for a local activity event defined as being within a 75 mile radius of Jacksonville.

B. Payment for any travel for a chapter, a local, or National C.O.P.S. event/activity will not be prepaid or paid during the time of travel unless there are unusual circumstances and it is approved by the Board.

C. Individuals requesting travel reimbursement must complete and sign the Travel Expense report form and include copies of all receipts. Travel expense form is available at any business meeting or can be provided by any Board Member. The form can be submitted at a business meeting or can be mailed to NEFL C.O.P.S., 5530 Beach Blvd., Jacksonville, FL 32207.

D. Persons traveling to a NEFL C.O.P.S. activity/event will be expected to travel in the least expensive mode of travel (air or personal vehicle.) If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a round trip airfare to destination is \$400, and vehicle mileage cost to the destination is \$600, reimbursement will be only \$400 per person. Anything round trip must be pre-approved by the Board. The Chapter will pay for parking in a long-term parking facility.

E. Persons traveling to a NEFL C.O.P.S. activity/event or to a National C.O.P.S. activity/event will be expected to participate in the entire C.O.P.S. event for which they are travelling and requesting reimbursement. If the individual does not participate in the entire C.O.P.S. event reimbursement may be denied.

F. If travel to a C.O.P.S. Chapter or National event requires the transport of supplies via automobile only one individual representative may be reimbursed even if another mode of travel is less expensive with written authorization by the Chapter President with the approval of the Board.

G. If two or more individuals are traveling by personal vehicle, only one individual will be reimbursed for the travel expense.

H. When traveling by air, an individual may be reimbursed for the cost of checking a maximum of one piece of luggage.

I. All reimbursement checks to oneself must be signed by a different signer.

J. In order for any individual to be eligible for requesting reimbursement by the Chapter for any travel expenses they must be a survivor of a law enforcement officer who died in the line of duty as defined by C.O.P.S. criteria. An individual who requests reimbursement from NEFL C.O.P.S. must be a member of NEFL C.O.P.S. database.

K. By accepting financial reimbursement from NEFL C.O.P.S. for the purpose of attending the event for which the individual is seeking reimbursement they must certify that:

- 1) They are a member of NEFL C.O.P.S., In addition they are included in NEFL C.O.P.S. database.
- 2) The travel was completed as stated on the RFA;
- 3) They have attended and or completed the appropriate C.O.P.S. sessions and programs offered at the event;
- 4) Proof of attendance, (for example, airfare receipt, parking receipt, confirmation by National C.O.P.S. of attendance at the event/training etc.) is attached to the form requesting reimbursement;
- 5) No other funds were received or requested from any other C.O.P.S. or other organization for the same travel and/or event participation.

L. Airline Reservations will be purchased at the lowest fare available offered by an airline e.g. Senior fare, coach fare, Wanna Get Away or similar airline programs etc. In addition any fees or charges for any optional or special services associated with or charged with the purchase of an airline ticket for example upgrade of seating Business Select or similar programs, checking more than one piece of luggage early bird check-in or similar optional services choice seats or similar optional services offered by an airline etc. are subject to disapproval for reimbursement unless unusual circumstances warrant the optional services purchased.

M. If they did not comply with Chapter requirements in order to obtain travel Reimbursement but received payment to attend the program/session/event, any funds received as payment will be returned to the chapter.

4.3 DISBURSEMENTS/REIMBURSEMENTS/EXPENDITURES (other than travel or training):

A. Only members of NEFL C.O.P.S. may submit expenditures for approval and reimbursement.

B. If time does not permit the normal processing of an expense request all reimbursement up to \$100 must first receive verbal approval from the chapters President. Upon approval, the President must send written notification to the Treasurer. The request must state the item(s) to be purchased, the proposed cost and the purpose of the expenditure The President reserves the right to disapprove the expenditure or to postpone a decision until obtaining Board approval. If the chapter has the appropriate state sales tax exemption, the Chapter member shall obtain a copy of the applicable state sales tax exemption form from a Board member to present to the vendor upon purchase of the item(s). After the purchase and before reimbursement is made by the Treasurer the individual must complete and sign the Chapters RFA and include receipts within 60 days of the expense. Invoice and reimbursement payments will be made within 30 days of receipt of a properly completed reimbursement request form.

C. The majority of the Board must first approve all reimbursable expenditures greater than \$100. The request must state the items to be purchased, the proposed cost and

the purpose of the expenditure. In the event of the need to approve or disapprove an expenditure prior to the next Board meeting, the Board decision may be conducted via e-mail or telephone. Upon approval written notification must be made by the Treasurer, by the President or Vice President. If the chapter has the appropriate state sales tax exemption, the Chapter member shall obtain a copy of the applicable state sales tax exemption form from a Board member to present to the vendor upon purchase of the item(s). After the purchase and before reimbursement is made by the Treasurer the individual must complete and sign the Chapters request for RFA and include receipts within 60 days of the expense. Invoice and reimbursement payments will be made within 30 days of the receipt of properly completed RFA form.

D. Refreshments, moderate/reasonable in type(s) and amount(s), appropriate for the meeting, event or activity, may be made available and may be purchased by the Chapter when authorized by the President in accordance with the guidelines in “A” and “B” above. The cost of the refreshments may be reimbursed from chapter funds.

E. Tributes commemorating/honoring fallen officers on an anniversary date, a floral arrangement, or a donation in lieu of flowers may be purchased by the Chapter for the ceremony in an amount not to exceed the amount set by the Chapter Board.

5.0 WRITING OF CHECKS:

A. Check writing for Chapter business and reimbursement will be completed by NEFL C.O.P.S. Treasurer.

B. Invoice and reimbursement payments will be made within 30 days of receipt of a properly completed reimbursement request form.

C. Checks greater than \$1000.00 require two (2) signatures by the individuals authorized to sign checks for NEFL C.O.P.S. account.

(Special note: if the check is for the Treasurer or Treasurer's family it will require 2 signatures.)

D. At a minimum, the NEFL C.O.P.S. President and Treasurer shall be recorded at the Chapter's banking facility as the authorized account holders of the Chapter accounts. A third person may be designated and authorized by the Chapter President to sign Chapter checks, this ensures the availability of a “second” person to sign a check that requires two (2) signatures.

E. If the Chapter Treasurer is unable to write a check within 30 days of receipt of an invoice reimbursement request, the responsibility of check writing will be deferred to another designated signee on the check.

Michael Stolzman
President

Northeast Florida Chapter of C.O.P.S.
January 8, 2026