



Darien Men's Association-Darien Community Association

Document of Understanding 11-10-2014

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1) Introduction

The Darien Men's Association (DMA), formerly the Darien Senior Men's Association (Darien SMA), became part of the Darien Community Association (DCA) in June 2002. A joint DMA-DCA team created this document to define the details of the DMA-DCA relationship. This will be a living document that will be updated and approved when changes are needed to the DMA-DCA Relationship.

2) General Agreements

DMA is a DCA-sponsored organization subject to the rules and by-laws of the DCA.

- a. Being a DCA-sponsored organization provides the DMA the following benefits:
 - 501(c)(3) tax-exempt status.
 - Insurance coverage (\$10 million liability policy) for all internal and external DMA functions
 - The DCA performs all tax submissions.
 - DMA is considered part of the DCA Program Board, which includes an annual meeting with the DCA leadership to discuss items of mutual interest.
- b. DMA members do not need to be DCA members, but the DMA Constitution requires that members will be encouraged to support the programs of the DCA whenever and however possible.
- c. Either party may terminate agreement with six month's notice.
- d. Modifications to the agreement require the written consent of both parties

3) Use of DCA facilities for the DMA Weekly Member Meetings

- a) DMA uses the Garden Wing for Weekly Member Meetings

These meetings occur weekly on Wednesday mornings from early September to early June (approximately 35 meetings/year). The room is made available from

9:45 am – 12:15 pm. During this time, to ensure adequate parking, the DCA will not schedule any other major meetings or activities.

The current rental fee is \$200 /member-meeting resulting in an annual cost of about \$7,200 for the DMA meetings. The rental fee will be paid monthly to the DCA, in advance, at the beginning of each month. The DCA will send the DMA an invoice near the end of the month for the next month's rent. The DMA will then authorize a check for the amount and the DCA will then create the check and have it signed by one of the DCA authorized signers.

The rental amount will be reviewed in the annual program meeting between the DCA and the DMA as this meeting includes the leadership of both organizations.

b) The DCA Facilities Manager provides the following services:

- All table/chair set-up and breakdown,
- Hanging of past president photos,
- Use of audio visual equipment/sound system,
- Use of pianos
- Use of the kitchen for refreshment preparation as needed,
- Preparation of coffee,
- Videotaping of speakers, and
- Cleanup.

4) Other DCA Services/Facilities used by the DMA

a) A Storage Closet for the exclusive use of the DMA

This closet is used to store small miscellaneous items (e.g., DVD videos of program speakers, mugs with DMA logo, badges for DMA trips, etc.). It is not used to store edible or combustible items.

b) Use of the DCA USPS Bulk Mail Permit

The DMA currently uses the DCA USPS Bulk Mail Permit for bi-monthly mailing of the DMA newsletters mailing (five mailings per year). The process works as follows:

- When the DMA is prepared to mail newsletters it informs the DCA Office Manager who then confirms that there is money in the DCA USPS Bulk Mailing Permit account.
- The DMA then takes the newsletters to the Stamford Post Office for mailing.

Note: The USPS does not currently recognize the DMA as a tax-exempt organization and charges the first class bulk-mailing rate. Tom Taylor will call the Stamford post office to try one more time to convince them that the non-profit rate should apply to the DMA newsletter mailing, which would amount to savings of \$125-\$150/year. (Note: This will be updated when Tom receives an answer)

c) The DCA provides members of the DMA access to a DCA copier and the DMA will reimburse the DCA at 8 cents/page for any color copying or any large volume of black and white copying.

- d) Since the bulk mailing and copier expenses will be a small sum of money, the DCA will keep track of these expenses and at the end of the DCA fiscal year, the DMA will authorize a transaction to reimburse the DCA for them.
- e) DCA provides the DMA a mailbox in the Communications Manager's office on the 2nd floor of the DCA
- f) DMA members may use DCA conference rooms. Marilyn DeMaio is the contact for scheduling the rooms. Any room use should be scheduled in advance.

5) DMA-DCA Banking/Financial Services Relationship

a) Checking Accounts

i) Opening Accounts

The DMA Treasurer will work with the DCA to jointly establish financial accounts needed by the DMA at financial institutions. These accounts will be in the name of the DCA-DMA and will use the DCA Tax I.D. number. The DCA will administer these accounts (e.g., add/delete "authorized signers"). Two of the "authorized signers" will be the DMA President and the Treasurer.

The DCA Bookkeeper will maintain the DCA-DMA check register on QuickBooks consistent with all other DCA financial records.

ii) Deposits

All deposits to the DCA-DMA account(s) will be made by the DMA Treasurer or, in his absence, the DMA Assistant-Treasurer. The DMA Treasurer will deliver to the DCA Bookkeeper a copy of all deposit slips with the necessary back-up detail included.

iii) Disbursements

All disbursements must be authorized by the DMA Treasurer or DMA President, and be supported by invoices, receipts or similar documents.

The writing of checks will normally be done by the DCA bookkeeper, and is dependent on sufficient funds in the account and an approved DMA authorization.

After checks are created on the system, as a matter of accounting practice and per the DCA auditor, check signing to be done by either the DCA Executive Director, or one of the appointed DCA Board member signatories.

If for some reason the DCA check-signers were unavailable and a check must be signed, it could be signed by the DMA Treasurer or DMA president. Also if the DCA bookkeeper is unavailable and a check must be created and signed, the DMA Treasurer or DMA President may write and sign a check and later give the documentation to the DCA Bookkeeper for entry into the system. Both of these are exception processes and are intended to be used only when absolutely necessary and are expected to occur very infrequently.

Check books for the checking account will be ordered by the DCA and charged to the DMA.

iv) Reconcilements

The DMA Treasurer receives the bank statement unopened, reviews it for any unusual activity and gives it to the bookkeeper to reconcile.

The DCA Bookkeeper will reconcile the bank statements monthly similar to other DCA accounts. The DCA Bookkeeper will create reconciliation reports for their file. The DMA Treasurer, at his discretion, will review the reconciliation reports and work with DCA Bookkeeper to see that discrepancies are resolved.

v) Reporting

The DMA Treasurer presents financial reports at the quarterly DMA Board of Directors meetings in accordance with DMA policies and procedures. The DMA Treasurer may request from the DCA Bookkeeper standard or customized QuickBooks reports in QuickBooks file formats or in PDF formats for this use.

b) Cousins – Vose Fund

The SMA established the Cousins-Vose Fund in the early 90's due to contributions from the wills of the two former members of the DMA. The DCA is now the legal entity owning the fund and is responsible for the auditing and tax reporting.

The fund can be viewed as an informal endowment fund and the DMA has two committees managing the fund. The first committee is responsible for managing the investments in the fund and the second committee is responsible for managing the withdrawals from the fund and how the funds are used. See the DMA website for the details of these committees.

Since the DCA is a 501(c)(3) tax-exempt organization, someone may make a tax-exempt contribution to the DMA by making the check payable to the DCA and designating that the money be deposited into the Cousins-Vose Investment Fund.

c) Termination of Existing Financial Agreements

In the event of a termination of existing agreements and/or relationship between the DCA and the DMA, all funds in the DCA-DMA accounts will revert to the full dominion and control of the DMA.

6) DCA Support for DMA Bus Trips

a) Parking at the DCA

If parking is desired at the DCA for a DMA bus trip the DMA will notify the DCA Office Manager in advance so the date can be cleared. If the DCA event calendar is too busy, DMA will pursue alternative parking arrangements.

When DCA parking is scheduled, DMA members will use the parking area near Bird Sanctuary entrance in the rear of the building. The DMA will do better at getting the members to park in the back.

b) DMA use of DCA insurance coverage

The DMA takes several day trips by bus each year and relies on the DCA insurance coverage for these trips. This requires that the bus companies be on the approved list of the DCA.

Thus, when the DMA wants to use any bus company the responsible DMA member must notify DCA Office Manager of the intended bus company. The DCA Office Manager will ensure that the DCA has an updated certificate of insurance with appropriate coverage levels before the trip is finalized. The DCA Office Manager will perform any required follow-up with the bus company and the DCA's insurance agent.

Since the DCA's insurance coverage is being used, the DCA Executive Director must sign the contract with the bus company.

7) DMA use of the DCA's TechSoup Global Software Account

TechSoup Global is a 501(c)(3) nonprofit organization that works together with product providers to develop and share innovative solutions at a much-reduced cost to non-profit organizations.

The DMA has already utilized www.techsoup.org to acquire Microsoft's 2013 Office Professional and QuickBooks for the DMA laptop.

Marilyn DeMaio is the current DCA staff person who downloads the software to a DVD and pays the Techsoup charges. The DMA reimburses the DCA for the Techsoup charges.

The DMA technical support staff installs and supports the software on the DMA equipment.

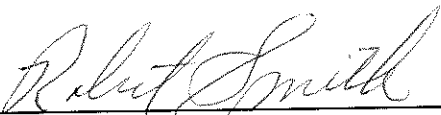
8) Communications Coordination

The two organizations will loosely coordinate their communications on an as-needed basis.

9) DMA and DCA Dues Collections Processes

The DMA begins collecting annual dues in August by including a 'Dues Collection Form' in the mailing of the September/October Newsletter and the DCA begins collecting annual dues in the May timeframe. Due to the time it takes to resolve errors when a member has paid both the DCA and DMA dues with one payment, the DMA and DCA will work together to define their dues collection processes to minimize these types of payments.

10) Approval Signatures



Robert Smith, President of the DMA



Amy Bell, Executive Director of the DCA