

Administrative Policy Manual		Luxury Expenditures Policy	
PREPARED BY	BOARD APPROVAL	REVIEW DATE	
Rebecca Schmidt, CFO	November 2022	November 22, 2022	

PURPOSE

The purpose of this policy is to establish parameters and internal controls governing the expenditures of Tongass Federal Credit Union (together with its subsidiaries and controlled affiliates, referred to hereafter as the Organization). Expenditures of the Organization should be customary, prudent, consistent with applicable laws and regulations, and reasonably related to the Organization’s business objectives and needs. This policy identifies expenditures that are excessive or luxury expenditures, creates processes that are reasonably designed to eliminate such expenditures, and establishes accountability for compliance. Routine operating expenses, capital expenditures, and other reasonable expenses are not prohibited by this policy.

AUTHORITY

The Organization has authority to provide compensation and benefits that are reasonable. This policy establishes a prohibition on expenditures that are excessive, or luxury expenditures as required by the Department of the Treasury’s Emergency Capital Investment Program regulations (31 CFR Part 35), and as may be required by other statutes and regulations.

RESPONSIBILITY

This policy is the responsibility of the Organization’s board of directors (board). The board has approved this policy and will review compliance with this policy no less frequently than annually, and summary data on excessive or luxury expenditures will be reported to the board as part of the compliance review.

SCOPE

This policy applies to all employees, officers, and directors of the Organization. In making any expenditure on behalf of the Organization, employees, officers, and directors should consider whether the expenditure is an excessive or luxury expenditure that is prohibited under this policy.

EXCESSIVE OR LUXURY EXPENDITURES

“Excessive or luxury expenditures” means excessive expenditures on any of the following to the extent not reasonable or appropriate expenditures for business development,

staff development, reasonable performance incentives, or other similar reasonable measures conducted in the normal course of the Organization's business operations:

- Entertainment or events. This category includes fees, dues, ticket costs related to social, athletic, artistic and dining clubs, activities, celebrations or other events, and similar expenditures. Entertainment or event expenditures in an amount less than \$250 per individual, per instance are exempt from this policy. This amount may be exceeded with prior approval by CEO or CFO. Expenditures for charitable contributions and charitable events are exempt from this policy.
- Office and facility renovations. This category includes costs and allowances for office renovation, including expenditures related to furniture, art, office personalization, interior finishing, design and decoration, and similar expenditures. Office and facility renovations expenditures in an amount less than \$25,000 per instance, and \$100,000 on an annual aggregate basis, are exempt from this policy. This amount may be exceeded with prior approval by CEO or CFO. Expenditures for necessary maintenance and repairs are exempt from this policy.
- Aviation or other transportation services. This category includes charter fees, tickets, slip or docking fees, vehicle installment payments, reservation and travel agent expenses, and similar expenditures associated with transportation services (e.g., airline, train, rental cars, or vans). Mileage reimbursable according to current Internal Revenue Service mileage rates is exempt from this policy. Transportation services per individual, per leg of the business trip in an amount less than \$1,500 per instance are exempt from this policy. This amount may be exceeded with prior approval by CEO or CFO.

The principal executive officer may establish or delegate to an appropriate executive officer the authority to establish processes for reimbursement of reasonable travel expenditures, which processes must be reviewed by executive management no less frequently than annually.

- Tax gross ups. This category includes severance pay, golden parachute payments and any reimbursement of taxes owed with respect to any compensation. Expenditures will be governed by the NCUA as long as the Credit Union is not considered in a "troubled condition".

For the avoidance of doubt, reasonable capital investments in technology, equipment, and similar items that expand the long-term capability of an ECIP recipient to provide products and services to its customers and community are not excessive or luxury expenditures.

The principal executive officer may establish or delegate to an appropriate executive officer the authority to establish processes for the evaluation and approval of expenditures in the preceding categories that are not luxury or excessive expenditures and that are not otherwise exempt from this policy. These processes must be reviewed by executive management no less frequently than annually, as well as any additional threshold expenditure amounts per item, activity, or event, or a threshold expenditure amount per employee receiving the item or participating in the activity or event under this policy. Such approvals must be reported to the board of directors (which may be in an appropriate summary form) no less frequently than annually.

PRIOR APPROVAL

Any employee or officer that needs to request prior approval for an expenditure may do so by submitting an email to the CEO and CFO stating the business purpose for the expenditure and the associated costs. If the approval is granted, a reply email will be issued and also sent to the Finance Department for monitoring.

EXCEPTIONS OF VIOLATIONS

Any exception or violation of this policy must be promptly reported to the Organization's (i) principal executive officer, (ii) officer with primary responsibility for the Organization's compliance function, or (iii) officer designated with primary responsibility for overseeing the administration, monitoring, and compliance with this policy. Exceptions and violations must be reported to the board of directors no less frequently than annually, or more frequently as the nature and severity of violation may warrant. All employees, officers, and directors of the Organization must adhere to this policy and will be held accountable for compliance. Any employee or officer who violates this policy may be subject to disciplinary action up to and including termination of employment.

Any employee or officer that is aware of any circumstance that may indicate a violation of this policy is required to report such circumstance to their supervisor or the Organization's principal compliance officer or compliance group. The Organization prohibits retaliation against any employee or officer for making a good faith report of actual or suspected violations of the Organization's code of conduct, laws, regulations, or other Organization policies, including this policy. A finding of retaliation against any such employee or officer may result in disciplinary action up to and including termination. Failure to promptly report known violations by others may also be deemed a violation of the Organization's code of conduct.

Employees and officers may ask questions, raise concerns, or report instances of non-compliance with this policy and/or any of the existing underlying relevant policies by contacting the CEO or Supervisory Committee Chairperson.

CERTIFICATION

On an annual basis, the ECIP recipient will deliver to the Department of the Treasury a certification, executed by two senior executive officers (one of which must be either the ECIP recipient's principal executive officer or principal financial officer) certifying that (i) the Organization is in compliance with this policy and (ii) the approval of any expenditure requiring the prior approval of any senior executive officer, any executive officer of a substantially similar level of responsibility, or the board of directors (or a committee of such board), was properly obtained with respect to each such expenditure.

Tongass Federal Credit Union is in compliance with this policy.

Helen Mickel, President/CEO
Tongass Federal Credit Union

Gracia M. O'Connell, VP Operations
Tongass Federal Credit Union