

## Policies and Procedures Regarding Financial Status

1. Corporate Status
  - a. The North Central Business Education Association is incorporated in the State of Iowa. Dianna Briggs, University of Northern Iowa, 305 CBB, Cedar Falls, IA, 50614 serves as the contact person for the incorporation.
  - b. A copy of the charter is attached.
2. Programmatic Budgeting
  - a. Each proposed project or activity for the year is to be accompanied by a budget request submitted to the treasurer prior to the last meeting of the fiscal year. Budget requests will be considered by the Budget Committee for presentation at the last meeting of the fiscal year.
  - b. The Budget Committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chairman.
  - c. A proposed budget consisting of estimated income and expenses shall be prepared by the Budget Committee and presented to the Board at the spring board meeting.
3. Income
  - a. Sources of income include: reimbursement of NCBEA share of NBEA professional membership dues, interest on investments, special projects, and NCBEA state affiliate-sponsored fundraising activities.
  - b. According to Article XII of the NCBEA Bylaws, a \$5,000 financial reserve shall be maintained by the organization. (See Article XII for specific conditions).
4. Administrative Board Meeting and NCBEA Convention Attendance
  - a. All Administrative Board members as identified by Article VI of the NCBEA Bylaws shall attend Administrative Board meetings conducted during the fiscal year.
  - b. All board members are reimbursed a flat rate of \$200 when attending the Fall Administrative Board meeting. Original receipts are recommended for reimbursement; however, an electronic or photocopy of the original is also acceptable.
  - c. All board members are reimbursed a flat rate of \$150 when attending Administrative Board meeting in conjunction with the NBEA Convention. Original receipts are recommended for reimbursement; however, an electronic or photocopy of the original is also acceptable.
5. Attendance at Meetings – Reimbursement Policies
  - a. **State Conventions:** Budget permitting, the president or a designated representative shall be reimbursed expenses to attend member state conventions to include the following: travel to and from the convention, lodging, and registration if not complimentary. Mileage will be reimbursed at the charitable rate.

- b. **Regional Association Conventions:** Budget permitting, the president shall be reimbursed expenses to attend one additional regional association convention to include the following: travel to and from the convention, lodging, and registration if not complimentary.
  - c. **NBEA Convention:** A portion of the expenses of the NCBEA Director to the NBEA Executive Board (as determined by NBEA—generally approximately 8 percent) are paid to attend NBEA Executive Board meetings and the NBEA Convention. These expenses are deducted from the reimbursement for regional memberships in NBEA prior to payment to NCBEA.
  - d. Because of limited funds, it is recommended that the use of travel funds for the president or his/her designee be prioritized as follows:
    - 1) Travel to attend the NCBEA joint state conference
    - 2) Travel to attend the state of the following year's NCBEA joint state conference
    - 3) Travel to any other NCBEA state conferences
    - 4) Travel to NBEA Convention
    - 5) Travel to any of the other NBEA regional conventions
6. NCBEA Convention
- a. Administrative Board members shall be reimbursed for attendance at the Administrative Board meeting held during the convention as outlined in Section 4 above.
  - b. Profits or losses resulting from the joint convention shall be assumed by the state association hosting the convention.
  - c. Convention registration fee is determined by the local convention committee and reviewed by the host state board, the NCBEA president, and the NCBEA convention liaison person prior to publication.
7. Newsletter
- a. The editor of the newsletter shall submit a budget request to the treasurer estimating the cost of distribution for the next fiscal year at the spring Administrative Board meeting of the year, to be reviewed and approved by the Administrative Board for the next fiscal year.
8. Cash Payment Procedures
- a. A voucher shall be prepared for each payment made by the treasurer and shall be signed by the individual making the request for reimbursement or payment. The canceled check should have a proper endorsement and shall be attached to the voucher for ease in auditing and/or checking the complete transaction. More than one voucher pertaining to the same item shall be cross referenced.
  - b. The checking and investment accounts should have at least two individuals authorized to sign checks or withdraw from the account. However, the treasurer should sign all checks drawn with the exception of any check drawn to the order of the treasurer, which should be signed by the second person with check signing authority. The

second person to have check signing authority is the president elect whose term begins with the commencement of the treasurer's three-year term.

- c. Documentation shall be supplied to the treasurer prior to reimbursement. All airline tickets and other supporting documentation shall be supplied to the treasurer prior to a reimbursement check being written. If the authorized reimbursement is less than the receipt, the amount of authorized reimbursement shall be indicated on the document.

#### 9. Expenditures other than those budgeted

- a. All normal expenditures should follow the programmatic budgeting procedure; expenditures other than those budgeted shall be limited to unforeseen emergency situations only.
- b. Emergency expenditures must have approval by a majority vote of the Executive Committee.
- c. Memorial donations in the amount up to \$50.00 for the loss of a current NCBEA board member's spouse, child, or parent will be issued as needed. Other memorial donations or gifts in the amount of \$25.00 may be provided at the discretion of the NCBEA Executive Committee.

#### 10. Financial Records and Reports

- a. The treasurer shall keep accurate records of all cash receipts and payments including vouchers and appropriate support ledgers. All cash transactions should be directly related to the budget as adopted by the Administrative Board.
- b. The treasurer shall prepare a proposed budget for the next fiscal year to be presented for action at the last meeting of the current year of the Administrative Board. This proposed budget shall first be presented and approved by the Budget Committee.
  - 1) A financial report of the previous fiscal year shall be prepared and distributed to the Administrative Board members at the first Administrative Board meeting.
  - 2) A status report of the current year's budget shall be presented at each meeting of the Administrative Board.
  - 3) The current financial report shall be distributed to members in attendance at the business meeting held at the time of the convention.
  - 4) A copy of the current financial report approved for audit at the business meeting should be sent to NBEA.
  - 5) If the region has a negative balance, the region must file quarterly financial statement with NBEA. If the report is negative at the end of two years, dues monies from NBEA will be stopped.
  - 6) The treasurer shall maintain a file of materials pertaining to the activities of the office, including budgets adopted, all financial reports, and the auditor's reports. This file shall be forwarded to the incoming treasurer.

#### 11. The Audit

- a. After the last board meeting and before June 30, the Treasurer shall arrange for an annual internal audit of the NCBEA financial records at the end of the fiscal year. The

audit report shall be presented at the next Administrative Board meeting. An external audit should be completed at the end of a treasurer's three-year term.

- b. The auditor's report for the previous year shall be presented to the Administrative Board at its first meeting of the fiscal year.