NCRA FISCAL GUIDELINES

GENERAL INFORMATION

POLICIES

Purpose and Duties

This policy and procedure was written for the purpose of reporting NCRA revenues and approved expenses in a systematic manner.

Annual Meeting

Registration refunds will be made in accordance with the Annual Meeting cancellation/refund policy and Finance Committee’s policies and procedures.

Honorariums will be paid as described under policy and procedure, Subject: Annual Conferences, costs for Pre/Post Conference Registrations.

Reimbursement for Meeting Expenses

Reimbursement for expenses incurred by an authorized person to attend an NCRA meeting or an NCRA sponsored workshop will be made in accordance to the travel and per diem reimbursement policies.

Board of Directors Meetings

Flights to and from Board meetings will be arranged and charged to NCRA with the NCRA official travel agency authorized to schedule flights with lowest airfares only.

Hotel arrangements must be made with the Executive Office Staff and room charges will be billed to the NCRA account.

Every effort must be made by all officers or those invited to attend Board meetings to arrive immediately before and depart immediately following Board meetings, if possible.

Rooms will only be approved for the night before or following Board meetings, if flights cannot be arranged due to flight times, or if it is more cost effective to stay longer.

NCRA Meeting or NCRA Sponsored Workshop

Expenses will be reimbursed to an authorized person attending an NCRA meeting or an NCRA sponsored workshop in accordance to the travel and per diem allotment policies.

Authorized Persons

An authorized person is a current member of the Board of Directors attending Board meetings. Board of Director members will be reimbursed for expenses incurred while attending Board of Director meetings after they are installed.

An authorized person is also any NCRA member asked by the NCRA President or designee to represent the organization.
Travel expenses must be submitted on NCRA Travel Reimbursement form (Travel Expense Report Form) for approval and payments. Receipts are required for all expenses over five dollars with exceptions for gratuities and mileage.

Staying over additional nights will be requested if the airfare savings are greater than the cost of lodging and meals for the extra day(s).

**Airfare**

Full reimbursement will be made for coach fare. First class airfare will be reimbursed under unusual circumstances only. Requests and rationale for first class airfare must be presented to the Treasurer for approval prior to the travel date.

If the Treasurer refuses reimbursement, the member may appeal the decision by presenting their request and rationale to the Finance Committee. The Finance Committee’s decision is final and binding.

Reservations must be made through the NCRA approved travel agency, and should be made at least three weeks prior to the travel date.

**Private Automobile**

Although use of a private automobile is discouraged, mileage will be reimbursed at the IRS recommended rate per mile only if the total reimbursement does not exceed the cost of commercial transportation.

**Lodging**

Contracted room rate and taxes will be reimbursed. Members who choose upgraded lodging will be responsible for all expenses exceeding the double room rate and taxes.

NCRA Staff or travel agent for NCRA will attempt to get the best rates possible.

When possible, meetings should be scheduled in conjunction with other meetings to take advantage of group rates.

**Meals**

Per diem rates for the Board of Directors are those of the Office of Personnel Management (OPM) published on their website, plus $5.00 per day for incidentals.

The President or the Committee Chair conducting the meeting will determine the maximum number of days allowable.

If a meal or meals are provided by the commercial carrier or are included in the NCRA meeting registration, the appropriate amount will be deducted from the daily per diem. When meals are provided during a meeting or as a group dinner, and the member attends that meal, that cost will be paid directly by NCRA to the vendor.

**Baggage Transfer**

Transportation to and from terminals will be reimbursed.
Other

Reasonable portage and/or gratuities will be reimbursed.

Travel advances are discouraged, but a member may apply to the Executive Director. Cash advances should be equal to or less than the anticipated expenses. All unused cash advance monies must be returned to the NCRA Executive office within ninety days of the travel date or by the end of the fiscal year, whichever occurs first.

Personal telephone calls placed from the hotel room will not be reimbursed.

Contracts

All NCRA’s contract fees shall be budgeted prior to signing. Contracts not in the budget shall be reviewed by the Finance Committee for expense approval. The President may elect to seek assistance from the NCRA Attorney, Treasurer, Executive Director, or NCRA Accountant in the contract review process as desired. The original should be filed in the NCRA Permanent file.

Check Signing

The President, Senior Treasurer, and NCRA Executive Director are authorized to sign NCRA checks. In the absence of the Senior Treasurer, the Junior Treasurer may sign NCRA checks. All check signers are to be bonded.

Checks of $15,000 or under payable to parties other than the NCRA Executive Director are prepared by the accountant, except in emergency, and signed by the NCRA Executive Director.

All non-payroll related checks payable to the NCRA Executive Director are signed by the President or Treasurer.

All checks over the amount of $15,000 are signed by the Executive Director with electronic approval from either the Senior Treasurer or President.

Long Term Investment Account

The long term investment account should be equal to or greater than fifty percent of the annual operations budget (at the time of this policy this is known as account 7000 in the overall NCRA budget). The Finance Committee will annually approve the budget which includes proposed funds to contribute to the long term investment account.

Transfers

Transfers into or out of the investment account or the operating account by the Executive Director will be approved by the Treasurers.
PROCEDURES

Fiscal Responsibilities

Senior Treasurer

Safeguards, monitors, and directs the use of NCRA funds in a manner that maintains fiscal stability.

With the assistance of the Finance Committee, the NCRA Executive Director, and the NCRA Accountant, reviews financial investments and liquid accounts to ensure that NCRA receives the best interest rates available for investments which are minimal risk.

Upon request, the Executive Director, the NCRA Accountant, and the investment account manager, will review financial investments and liquid accounts for the Finance Committee.

The Finance Committee shall ensure that an annual audit is performed to ensure that NCRA keeps accurate accounts of receipts and disbursements in books. The audit is presented to the Finance Committee and the NCRA Board annually.

Prepares a proposed budget for the next calendar year with the assistance of the Finance Committee, NCRA Executive Director and appropriate management staff, including the NCRA Accountant. The budget is presented at the Annual Business Meeting.

The Senior Treasurer shall mentor the Junior Treasurer in the duties and activities of this position.

Junior Treasurer

The Junior Treasurer shall assist the Senior Treasurer on all aspects of their position, including an assessment of the financial records, and of the organization to the Finance Committee while gaining familiarity with the committee to enhance the continuity and stewardship for the NCRA financial structure.

Finance Committee

The permanent voting members of the Finance Committee shall consist of the President, the Immediate Past President, the President Elect/Secretary, the Senior Treasurer and the Junior Treasurer and is chaired by the Senior Treasurer. The Executive Director is a guest at the meetings.

The Financial Committee approves all investment allocations.

Responsible for the budget as outlined in the Finance Committee policies and procedures. This includes working with the President on the annual evaluation of the Executive Director for his/her merit or cost of living compensation.

Reviews NCRA Executive Office’s quarterly financial reports.

Reviews and evaluates recommendations on fiscal matters received from the Advisory Committee.
**NCRA Executive Office**

Provides documentation to the NCRA Accountant to ensure maintenance on all cash accounts.

Deposits all checks in a timely manner.

Coordinates the printing of all NCRA publications.

Processes membership dues and maintains membership list.

Mails annual dues invoices to members by October 31.

Sends a final notice to members who have not paid their dues within 30 to 45 days of the new year.

Reconciles checking account on a monthly basis upon receipt of bank statement.

Prepares checks for accounts payable according to approved check signing procedures.

Records all receipts and disbursements, including the source documents.

Presents quarterly financial reports and budget analyses to the Treasurer.

Performs end-of-year accounting procedures.

Closes out books as of December 31 and stores statement and canceled checks separately for auditing purposes.

Sends books for audit within 90 days after the end of the fiscal year.

Accounts for all cash advances.

Files the Internal Revenue Service Form 990 with the Internal Revenue Service (IRS) by the fifteenth day of the fifth month as specified in the IRS Instruction Form 990, Item G.

Prepares and files a state tax report with all government entities as required.

Keeps all files necessary for audit.

Maintains a perpetual inventory system for all sale items.