Policy No. 9-5-: Section and Division Financial Management

Approved By: Board of Directors

Date Approved: 3-28-2014

Date Effective: 3-28-2014

Financial Management

The activities of the Sections and Divisions should primarily serve to advance the Section’s purposes, enhance the Section’s field, promote and serve the interests of the Section’s members and support growth of Section membership, but may also serve or advance the interests of the broader Association membership. Each Section and Division must be fiscally responsible and utilize organizational funds to benefit Section and Division members and further the mission of the association. Section and Division revenue is derived from Section and Division dues and fees for Section and Division programming, therefore those funds must be used to advance the mission of the FBA and provide value to Section and Division members.

The Sections and Divisions shall develop an annual work plan that includes projected expenses. Any expenses over $500 must be included in the annual work plan. The annual work plan shall be reviewed by the Chair of the Sections and Divisions Council prior to approval by each Section or Division Board. Any expenses over $500 that are not included in the original plan must be approved by the Sections and Divisions Board and captured in meeting minutes. If a Section or Division has fewer than three active Board members, any expense over $500 not reflected in the Sections and Divisions work plan must be approved in advance by the Sections and Divisions Council Chair and/or the Executive Director.

Outside funding or endorsements of Section and Division programs are subject to review and approval by the Chair of the Sections and Divisions Council and the Association. This process will prevent the possible conflicts between Sections, Divisions, and the Association requesting funding from the same sources. All monies received or to be received in connection with any such sponsorship or endorsement of an activity or program shall be delivered to the Association for allocation to the appropriate Section or Division activity. The FBA Accounting Department will facilitate the receipt of all revenues and the payment of all expenses. Sections and Divisions will be provided a monthly accounting for all revenues and expenses. All contracts shall be reviewed and signed by the Executive Director of the Association. Additionally, each Section and Division shall comply with the FBA Sections and Divisions Reimbursement Policy listed below.

The Section/Division Activity Fund shall be administered by the Chair of the Sections and Divisions Council.

Section and Division Reimbursement Policy

All requests for reimbursement must be submitted within 60 days after the date on which the expense for which payment is being sought was incurred. Amounts sought for reimbursement
must be within the limits established by this policy or otherwise approved by the Chair of the Sections and Divisions Council or the Executive Director of the FBA in advance of incurring the expense. All requests should be on the attached Reimbursement Request Form and must be accompanied by receipts and/or an explanation of the nature of the expense. When a receipt is not available, a written explanation of the expense shall be submitted.

Reimbursement shall be as follows unless otherwise provided by the Chair of Sections and Divisions Council or the Executive Director:

- The Chair of the Section/Division shall be reimbursed as follows for expenses associated with his/ her duties as Chair. Airfare shall be limited to coach fare and must be purchased 21 days in advance and not exceed $500.00 unless the chair obtains prior approval of the expense from the Chair of the Sections and Divisions Council and/or the Executive Director. Officers and Board Members asked to travel in place of the Chair for meetings and events are subject to the same reimbursement policy as it applies to the Chair in those situations.

- Officers and Board members of Sections/Divisions shall be reimbursed as provided in this policy when traveling on Section/Division business that has been pre-approved by the Board of the Section/Division.

- The Sections/Divisions will reimburse for coach or economy class airfare, subject to a 21-day advance purchase. It is incumbent upon the traveler to get the greatest discount possible. Airfares that exceed $500.00 must have prior approval by the Chair of the Sections and Divisions Council and/or the Executive Director.

- The Section/Division will reimburse for rail travel up to the maximum of equivalent airfare in lieu of air or car travel.

- The Section/Division will reimburse travel by car at the rate of $.55 per mile in lieu of air or rail travel up to the maximum of equivalent airfare at the coach fare not to exceed $500.00.

- The Section/Division will reimburse ground transportation and parking (e.g., taxi, bus, parking, subway) actual expenses, up to a maximum of $75.00 per day.

- The Section/Division will reimburse for lodging, meals, and incidentals up to a maximum $150 per diem (actual, up to a maximum per day). Member will stay in the official meeting hotel to receive per diem. Maximum per diem will not exceed three days.

All requests for reimbursement shall be approved by the Chair and Treasurer of the Section/Division. The Chair shall forward approved reimbursements to the FBA Manager of Sections and Divisions for processing. Any exceptions to this policy must have prior approval of the Executive Director of the FBA. The Section/Division Reimbursement Policy shall be referenced in the Bylaws of the Section/Division