



## TWIN CITIES ARMA CHAPTER FINANCIAL PROCEDURES

### FP 1.0 BUDGET GUIDELINES

- Timing – Draft of the budget should be done in May; the budget is approved in June prior to the start of the next fiscal program year.
- The goal should be to balance the budget to zero or show a net profit. While each individual Director’s budget will not be balanced, the overall budget should be balanced to zero.
- Supplemental or extraordinary expenses must be approved by the Board.
- Board Members who hold Chapter credit cards must comply with the Chapter Credit Card policy.
- The Chapter has a checking account. The Treasurer and President are authorized signers on that account. Any check in an amount over \$5,000 must be communicated to the President and Director of Budget and Finance prior to being disbursed.

### FP 2.0 REPORTING

- Budget codes should be used appropriately to correctly allocate income and disbursements (see TC 3.0 for budget codes).
- Liabilities should be reported to show outstanding expenses.
- Detailed budget status reports shall be presented to the Board monthly.
- Outgoing checks must be processed within 90 days, or they will be null and void (this statement is printed on Chapter checks).
- Disbursement Authorization Verification (DAV) (see TC 3.1). A DAV is a form that must be used when requesting reimbursement for or payment of allowed or budget expenses.
  - Each Twin Cities ARMA Director will exercise discretion and good business judgment, and only incur expenses in a cost-conscious and reasonably prudent manner.
  - All expenses incurred must be reported within 30 days from the date such expenses were incurred, and must include supporting documentation (receipt, invoice, etc.).
  - The Twin Cities ARMA Chapter will only reimburse those expenses allocated in the approved budget, or as otherwise approved by the Board. Any deviation from these requirements may result in a delay or non-reimbursement of expenses.
  - To be reimbursed for allowed expenses, each Director must complete and sign the Disbursement Authorization Voucher (DAV). The DAV must be submitted to the Treasurer within 30 days of the expense being incurred. If the DAV is not completely filled out and signed, the Treasurer will return the request to the Director submitting the request.
  - Each Director is responsible for using the Budget Codes approved by the Board when submitting a reimbursement request.
- Deposit income forms (see TC3.2). A deposit form should be used when depositing any income for the Chapter.
  - Each Twin Cities ARMA Director will ensure that any income received will be submitted to the Treasurer for deposit into the Twin Cities Chapter account.
  - To submit any income, each Director must complete and sign the Deposit Form using the Budget Codes approved by the Board.

## FP 3.0 Travel and Conference Expenses

### 3.1 Speaker Expenses

Any individual agreeing to perform the duties of a speaker for the Chapter must complete a Speaker Agreement form (TC 2.0), and the form must capture all expenses. The Speaker Agreement form should be used as the backup documentation to support any DAV's. Additionally, any Chapter member traveling on behalf of the Twin Cities Board of Directors must adhere to the following guidelines where applicable.

The following are reasonable speaker expenses:

- Speaker fee as agreed upon in the Speaker Agreement
- Airfare – Flights should be booked three weeks prior to travel unless later booking lowers the flight cost. All flights must be booked using the lowest possible cost.
- Hotel – if an overnight stay is required due to the meeting time, the traveler will use the lodging recommendations provided by the Chapter. The Chapter will pay for a one-night hotel stay, unless staying an additional night reduces the total travel cost.
- Ground transportation will be provided by the Chapter. No taxi, rental car, or airport parking will be reimbursed unless agreed upon in advance. The least expensive method should always be utilized.
- The Chapter will not reimburse for any meals where meals are provided as part of the meeting schedule.
- Speakers are provided complimentary meeting registration (which includes all sessions, exhibits, meals, and meeting materials) on the day of their presentation.
- All other expenses must be approved by the Board prior to the meeting.
- The Chapter reserves the right to explore costs and advise speakers of budget limits and available flights and hotels to meet those needs.

### 3.2 ARMA International Conference

The Chapter President will be considered the official delegate of the Chapter at the ARMA International Conference. Budget permitting, the Chapter will send the President and one other board member to the International Conference.

The expenses covered are as follows:

- Registration cost to attend only the main ARMA International Conference. Early bird registration is required.
- Airfare and hotel expenses may be approved prior to registration by the Board if those expenses are not covered by the President's employer and the Chapter budget permits.
- Meals that are not part of the conference meals will be reimbursed.

All other expenses must be approved by the Board prior to the Conference.

Expectations of attendees are as follows:

- The official delegate to the Conference will be expected to attend leadership meetings and report back to the Board at the next scheduled Board meeting.
- The delegate may be asked to write an article for the newsletter summarizing the leadership meetings.

#### FP 4.0 Audit Process

The annual audit of the Chapter's finances is completed or overseen by the Audit committee. The audit guidelines must be followed in performing the audit. The audit must be completed prior to the deadline date imposed by ARMA International for submission of the Chapter 990 form.

##### 4.1 Audit Committee

The President shall appoint the Committee Chair. The Chair shall be a Board member who has not performed any monetary related tasks in the current or previous program year. The Audit Committee shall consist of three additional members in good standing. One of the Chapter members on the committee can be a Board member who has not performed any monetary tasks in the current or previous program year. The committee is responsible for auditing the Chapter financial statements and reports on an annual basis, prior to the deadline for submitting the Chapter 990 form to ARMA International. (this date is determined by ARMA International). The audit will be performed according to the approved procedures. The audit may be performed by an outside party with oversight by the Audit Committee.

#### FP 5.0 Reserve Fund

A reserve fund of a minimum of 25% of the yearly operating budget shall be maintained to cover the annual conference, regular and miscellaneous expenses. This reserve fund will be accumulated by placing money in an appropriate bank account, approved by the Board. The reserve fund shall be reviewed bi-annually, and may be adjusted as needed, based on recommendations by the Treasurer.

#### FP 6.0 MEMBERSHIP DUES

Membership dues for the Chapter shall be set by the Board of Directors in advance of the new fiscal year. The amount will be in addition to the amount designated by ARMA International. The Chapter shall notify ARMA International of any changes in local dues no later than May 1<sup>st</sup>.